RCMP National Policies

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(AM, AMM, CFPM, CMM, CPDM, DMAPM,
and EOM)

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Canadian Firearms Safety Course Instructors Guide – Pages 514 – 819

Canadian Firearms Safety Course Student Handbook – Pages 820 – 1172

CFPM – Canadian Firearms Program Manual – Pages 1173 – 1221

CMM – Career Management Manual – Pages 1222 – 1524

CPDM – Ceremonial Protocol and Drill Manual – Pages 1525 – 1531

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DMAPM – Disability Management and Accommodation Program Manual – Pages 1614 – 1653

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AM - ch. 18.1. Integrated Strategic Performance Management

New Chapter: 2016-02-22

For information regarding this policy, contact Strategic Policy and Planning Dir. at [redacted]

1. Policy
2. General
3. Strategic Performance Management
4. Enterprise-Level Government Reporting
5. Roles and Responsibilities

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1. Policy

1. 1. RCMP Strategic Performance Management will be conducted in accordance with the Treasury Board of Canada Policy on Management, Resources, and Results Structures to facilitate the achievement of Strategic Outcomes described in the RCMP Program Alignment Architecture and Expected Results in the supporting Performance Measurement Framework.

2. General

2. 1. Strategic Performance Management (SPM) supports accountabilities outlined through:

2. 1. 1. the Performance Measurement Framework (PMF);

2. 1. 2. central agency requirements for supplemental-funding allocations;

2. 1. 3. organizational priorities from the Senior Executive Committee;

2. 1. 4. agreement obligations with contract partners; and

2. 1. 5. priorities expressed and agreed upon during consultation with internal and external stakeholders at divisional, district, detachment, and unit levels.

3. Strategic Performance Management

3. 1. SPM is a process that involves developing, monitoring, and reporting on expected results or objectives with the systematic use of an SPM plan.

3. 2. The RCMP Annual Performance Plan System (APPS) should be used for SPM plans. For APPS directives, see ch. 18.2.

3. 3. Internal and external environmental factors that may influence emerging priorities must be considered.

3. 4. Expected results or objectives must be established and include performance indicators.

3. 4. 1. Survey data may be considered as a key performance indicator. For survey directives, see ch. 18.4.

3. 5. A formal risk assessment must be considered for each expected result or objective. For Integrated Risk Management directives, see ch. 18.3.

3. 6. Initiatives must be developed to take action and respond to risks that occur outside the level that management is prepared to accept.

3. 6. 1. For additional information on risk tolerance, see the *RCMP Risk Management Handbook*.

4. Enterprise-level Government Reporting

4. 1. The RCMP Program Alignment Architecture (PAA) and PMF, along with resulting SPM plans, are used by Strategic Policy and Planning Directorate (SPPD) to develop the RCMP Report on Plans and Priorities (RPP) and Departmental Performance Report (DPR) that are tabled annually in Parliament and made publicly available to Canadians.

4. 1. 1. The RPP outlines performance expectations and expenditure plans for the RCMP.

4. 1. 2. The DPR outlines accounts of expenditures and results achieved against planned performance expectations described in RPPs.

5. Roles and Responsibilities

5. 1. SPPD will:

5. 1. 1. ensure SPM is performed in accordance with the Treasury Board of Canada Policy on Management, Resources, and Results Structures (MRRS);

5. 1. 2. provide SPM leadership, tools, and training including guidance on Integrated Risk Management;

5. 1. 3. coordinate enterprise-level priorities, initiatives, and government reporting requirements; and

5. 1. 4. coordinate all RCMP surveys. See ch. 18.4.

5. 2. SPM plan owners will:

5. 2. 1. manage SPM plans in accordance with SPM policies, procedures, and tools; and

5. 2. 2. review SPM plans on a quarterly basis.

5. 3. Delegates and/or support to SPM plan owners will:

5. 3. 1. facilitate and promote SPM policies, procedures, and tools;

5. 3. 2. provide assistance and guidance in the implementation and execution of SPM plans;

5. 3. 3. report on SPM plan information as requested by internal and external stakeholders; and

5. 3. 4. maintain awareness of environmental factors that may influence emerging priorities.

References

- Treasury Board of Canada Secretariat Management Accountability Framework
- Treasury Board of Canada Secretariat Whole-of-Government Framework
- Treasury Board of Canada Secretariat Preparing and using Results-based Management and Accountability Frameworks
- Instructions to Departments for Developing a Management, Resources and Results Structure– Appendix B: Definition
- RCMP Strategic Framework

Date Modified: 2016-02-22

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AM - ch. 18.2. Annual Performance Plan

Amended: 2014-07-22

For information regarding this policy, contact Strategic Policy and Planning Dir. at [redacted]

1. Policy
2. General
3. Roles and Responsibilities

1. Policy

1. 1. In accordance with the Treasury Board of Canada Secretariat requirements for planning and performance management, the RCMP will maintain an annual performance plan that supports informed strategic decision making to ensure consistent and effective management in achieving organizational objectives and priorities.

2. General

2. 1. The Annual Performance Plan (APP), which includes the Detachment Performance Plan (DPP) and Unit Performance Plan (UPP), improves planning, evaluating, managing and reporting of detachment and unit activities.

2. 2. The APP provides the foundation for the following five organizational initiatives: CAP Community Plans, Integrated Risk Management, Unit Level Quality Assurance, Performance Management and Performance Improvement.

2. 3. The APP can be accessed on the Infoweb under Employee Tools, Applications, Annual Performance Plan System. The requirements for contivity and the secure portal access will apply.

2. 4. The DPP is completed by detachments in contract divisions and ensures consultation with the community stakeholders and partners by identifying issues and concerns that will become community and policing priorities. Those priorities are acknowledged by impacted community stakeholders and partners.

NOTE: The DPP replaces the former community plans required by Contract and Aboriginal Policing (CAP).

2. 5. The UPP is completed by federal and support units in both contract and non-contract divisions, e.g. drug enforcement, traffic, police service dog units. The UPP is similar to the DPP except it does not include community policing priorities.

2. 6. The units not required to complete an APP at this time, will use the APP web-based application to complete the Unit Level Quality Assurance (ULQA) process.

2. 7. Between January and March, managers will commence building their APP for execution on April 1 each year.

2. 8. The APP is a Protected A document and must not contain information of a higher security level.

2. 9. For reference and training material, system upgrades and contacts, see the Strategic Policy and Planning Directorate website.

3. Roles and Responsibilities

3. 1. CO/Delegate

3. 1. 1. Once you have completed your environmental scan and begin the new planning cycle, identify objectives from your Balanced Scorecard you may want to advance in the APP. Consider national critical objectives, provincial policing priorities where applicable, and quality assurance activities.

3. 1. 2. Communicate selected objectives to your line officers, program managers and detachment/unit commanders. It is not intended that all divisional and national priorities be included, but rather only those having strategic value and relevancy to the detachment/unit.

3. 2. Line Officer/District Policing Officer/Program Manager/Delegate

3. 2. 1. At the beginning of the planning cycle, communicate national, divisional and district priorities to the detachment/unit responsible for developing the APP.

3. 2. 2. At the first reporting period, review the plan to ensure local, divisional and national priorities are aligned.

3. 2. 3. Provide guidance and ensure that the issues, performance gaps and risks have been adequately identified and addressed at the detachment/unit level.

3. 2. 4. Identify and address common and significant resource problems, training issues, and risks within the program or area of influence that are best managed at this level.

3. 2. 5. Acknowledge progress and provide feedback to the detachment/unit commander.

3. 2. 6. When necessary, ensure unresolved issues are brought to the attention of division management.

3. 3. Detachment/Unit Commander/Manager

3. 3. 1. You are responsible for the DPP/UPP which involves aligning national, divisional and local policing priorities. See sec. 2.8.

3. 3. 2. The APP allows you to provide feedback on progress made toward priorities to the CO and, where appropriate, the communities being policed. It is an opportunity to demonstrate to senior management the progress being made toward the priorities and the pressures and performance gaps inhibiting progress.

3. 3. 3. Between January and March, begin building your plan in accordance with the APP User Guide found within the APP application itself.

3. 3. 4. Consult with detachment and unit personnel and where appropriate, community interest groups and local government, to identify their issues and concerns. Include ULQA activities in this process. See ch. I.7.

3. 3. 5. Based on the issues identified, formulate objectives, measures and initiatives with work plans.

3. 3. 6. Identify, assess and monitor risk that may influence the achievement of objectives.

3. 3. 7. Between April and March, execute your plan.

3. 3. 8. Submit quarterly reports to the line officer or program manager. Outline the progress made against the objectives and indicate the performance gaps inhibiting progress. Identify risks that cannot be managed at the detachment/unit level.

3. 3. 9. Keep a paper copy of the APP at the detachment or unit on the administrative primary file 285 as follows:

3. 3. 9. 1. 285-1 will contain the APP policy, and

3. 3. 9. 2. 285-2 will contain the APP form and accompanying documents.

3. 3. 9. 3. The ULQA Initiative Workplan will be kept on the administrative primary file 238 in accordance with ch. I.7.

3. 4. Member

3. 4. 1. You are responsible for the execution of the strategy and reporting on progress to the detachment/unit commander.

3. 4. 2. Where appropriate, you will:

3. 4. 2. 1. Engage in consultation with the communities you serve.

3. 4. 2. 2. In consultation with the objective owner, develop initiative work plans.

3. 4. 2. 3. Ensure work plans are followed and progress is reported to the appropriate objective owner.

3. 4. 2. 4. If you are the objective owner, report progress on the objective to the APP owner.

References

- Treasury Board of Canada Secretariat Management Accountability Framework
- "Alignment: Using the Balanced Scorecard to Create Corporate Synergies" - Robert S. Kaplan and David P. Norton
- RCMP Risk Management Handbook
- CCAPS Community Plans
- Annual Performance Planning

Date Modified: 2014-07-22

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AM - ch. 18.3. Integrated Risk Management

Directive Amended: 2015-12-15

For information regarding this policy, contact Strategic Policy and Planning Directorate at [redacted]

1. Policy
2. General
3. Roles and Responsibilities

1. Policy

1. 1. In accordance with the Treasury Board of Canada Secretariat's requirements for managing risk, the RCMP will maintain an effective integrated risk management (IRM) program that supports informed decision-making and contributes to the achievement of organizational objectives and priorities.

1. 2. The RCMP will practice sound risk management and foster a working culture that values learning, innovation, responsible risk-taking, and continuous improvement.

1. 3. The Strategic Policy and Planning Directorate (SPPD), under the leadership of the Chief Strategic Policy and Planning Officer (CSPPO), is the national policy centre for IRM, providing support, guidance, and development of risk-management practices.

1. 4. Strategic Policy and Planning Directorate is responsible for the Corporate Risk Profile (CRP).

1. 4. 1. The CRP helps establish a direction for managing corporate risks. It is influenced by, and linked to, the organization's operating environment and state of readiness.

2. General

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. **risk** means the uncertainty that surrounds future events and outcomes. It is the expression of the likelihood and impact of an event with the potential to positively or negatively influence the achievement of organizational objectives and priorities.

2. 1. 2. **risk management** means a systematic approach to setting the best course of action under uncertainty by identifying, assessing, understanding, acting on, and communicating risks.

2. 1. 3. **integrated risk management** means a continuous and systematic process to understand, manage, and communicate risks from an organization-wide perspective. Integrated risk management is about making strategic decisions that contribute to the achievement of an organization's overall objectives and priorities.

3. Roles and Responsibilities

3. 1. General

3. 1. 1. The IRM process is an essential element of RCMP strategic performance management.

3. 1. 2. Strategies for all programs and services will use an IRM approach that will consider risks, incorporate measures to avoid adverse consequences, and embrace opportunities for innovation.

3. 1. 3. All employees have a responsibility to incorporate IRM into their decision-making practices.

3. 1. 4. For further information on risk management methodology and recommended practices, consult the RCMP Risk Management Handbook.

3. 2. Senior Executive Committee

3. 2. 1. The Senior Executive Committee (SEC) is the senior policy decision-making body for the RCMP, and is responsible for setting the overall strategic direction and vision for the organization.

3. 2. 2. The SEC and, where delegated, other policy committees, will establish national standards for managing organizational and strategic risks including:

3. 2. 2. 1. management accountability and governance expectations in relation to the management of corporate risk;

3. 2. 2. 2. reviewing and discussing significant risks and ensuring collaboration across all RCMP programs and services in the development of mitigation strategies;

3. 2. 2. 3. reviewing and validating all aspects of the CRP;

3. 2. 2. 4. recommending risk-management strategies and follow-up actions;

3. 2. 2. 5. communicating with key managers about the CRP to ensure an understanding of the purpose of measures being taken, the expected results, and the contributions required;

3. 2. 2. 6. applying risk information in the establishment of RCMP priorities and resource allocation;

3. 2. 2. 7. managing strategic risks through periodic risk assessments or when objectives are being developed;

3. 2. 2. 8. assigning risk management roles and responsibilities; and

3. 2. 2. 9. supporting, promoting, and encouraging effective and responsible risk-management practices in the workplace.

3. 3. Director, Integrated Risk Management Unit/delegate

3. 3. 1. Develop and update the CRP annually or more often, if required.

3. 3. 2. Collate risk information through environmental scans, surveys, legislative requirements, and various reports, and analyze risk information identified by divisions, business lines, and corporate sectors.

3. 3. 3. Provide input into the development of risk management policies, guidelines, and practices.

3. 3. 4. Promote risk management understanding by developing communication materials and delivering awareness workshops.

3. 3. 5. Coordinate and conduct strategic risk analysis and quality assurance of risk information.

3. 3. 6. Maintain a network of risk management contacts in the public and private sectors.

3. 3. 7. Provide analytical and administrative support for the development and maintenance of the CRP.

3. 3. 8. Establish national standards for managing organizational and strategic risk across the organization.

3. 4. Commanding Officer

3. 4. 1. Integrate risk management into the strategic operations of the division.

3. 4. 2. Support efforts towards building a risk-aware organization.

3. 4. 3. Establish a Division Risk Register and ensure the effective implementation of the risk management methodology in all major strategic decisions.

3. 4. 4. Support risk management through education, awareness, and by monitoring the quality and content of risk information.

3. 5. Manager

3. 5. 1. Manage strategic, operational, or project-related risks through periodic risk assessments or when objectives are being developed.

3. 5. 2. Consider risk in your decision-making process and regularly monitor risk.

3. 5. 3. Develop direct lines for risk communication with your supervisors and employees.

3. 5. 4. Support, promote, and encourage effective and responsible risk management.

3. 6. Supervisors and Employees

3. 6. 1. Proactively identify, assess, and document significant risks to your operations and take prompt action to manage and communicate risks.

References

- Treasury Board of Canada Secretariat, Risk Management
- Treasury Board of Canada Secretariat, Framework for the Management of Risk
- Treasury Board of Canada Secretariat, Guide to Corporate Risk Profiles
- Treasury Board of Canada Secretariat, Guide to Integrated Risk Management
- Treasury Board of Canada Secretariat, Risk Management Capability Model

Date Modified: 2015-12-15

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AM - ch. 18.4. RCMP Surveys

Directive Amended: 2009-12-31

For information regarding this policy, contact Strategic Policy and Planning Directorate at Irrelevant

1. Policy
2. Definitions
3. Support Services
4. Reporting

1. Policy

1. 1. The OIC, Survey Centre, Strategic Policy and Planning Directorate (SPPD) is responsible for the coordination of all RCMP surveys.

1. 2. All RCMP surveys should also be discussed with the appropriate communication strategist or Public Affairs and Communication Services representative.

2. Definitions

2. 1. Survey means quantitative and qualitative research collected through public opinion surveys, personal interviews, telephone surveys, on-line surveys, focus groups, and in-depth interviews.

2. 2. Questionnaire means a group or sequence of questions used to obtain opinions, attitudes or facts about specific topics from respondents.

3. Support Services

3. 1. The Survey Centre provides advice and quality assurance in:

3. 1. 1. developing, implementing and interpreting surveys;

3. 1. 2. determining survey objectives, designing questionnaires, and selecting target populations;

3. 1. 3. ensuring that regulatory requirements are met, e.g. *Privacy Act* provisions dealing with the collection of personal information;

3. 1. 4. determining how data is collected, e.g. paper, telephone, in person, electronically;

3. 1. 5. timing surveys in order to avoid duplication or overlap with established RCMP Core Surveys; and

3. 1. 6. analyzing and reporting results.

3. 2. Public Affairs and Communication Services provides advice on developing communication strategies and plans.

4. Reporting

4. 1. Before starting a survey, notify the National Headquarters Survey Centre to register your survey. Also, seek advice from your communication advisor.

4. 2. After completing a survey, submit the survey's questionnaire and results to the Survey Centre for inclusion in the central survey registry.

4. 3.The Survey Centre will file survey questionnaires and results in accordance with the Government of Canada Communications Policy.

References

- Treasury Board of Canada Secretariat, Communications Policy of the Government of Canada
- Treasury Board of Canada Secretariat, Procedures for Planning and Contracting Public Opinion Research

Date Modified: 2009-12-31

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AM - ch. 18.5. Human Resources Sector (HR) Research Review Board

Directive Amended: 2014-06-19

For information regarding this policy, contact RCMP Assessment.

1. Policy
2. Definitions
3. Submitting Proposals for HRRRB Approval of Research

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1. Policy

1. 1. The Chief Human Resources Officer has delegated to the HR Sector Research Review Board (HRRRB) the authority to review, coordinate, approve, and track all internal RCMP HR Sector-related social science research that involves human participants, and external HR-related social science research that involves RCMP HR Sector personnel, be it as participants, researchers, or research facilitators.

1. 2. The HRRRB will review all HR Sector-related social science research involving human participants to ensure that it:

1. 2. 1. is of acceptable quality, relevant to the needs of the RCMP, and conducted in accordance with accepted professional practices;

1. 2. 2. has the potential to provide relevant and useful information to the RCMP in support of HR Sector priorities;

1. 2. 3. is conducted only with volunteers;

1. 2. 4. respects the privacy, anonymity and confidentiality of participants;

1. 2. 5. does not duplicate the efforts of other internal or external researchers;

1. 2. 6. does not unduly disrupt the operations of the RCMP;

1. 2. 7. does not overly burden RCMP employees and members through unnecessary or excessive data collection or other research activities; and

1. 2. 8. is disseminated and the results made available to other researchers or stakeholders as appropriate.

1. 3. HRRRB approval of any HR Sector-related social science research project involving human participants is based on its technical merits, design and methodology, its ethics, its relevance, and timing.

1. 3. 1. Approval is required for all HR Sector-related social science research that involves RCMP employees, members, or RCMP applicants as participants that is conducted by:

1. 3. 1. 1. researchers or consultants who are not employees of the RCMP;

1. 3. 1. 2. researchers within the RCMP;

1. 3. 1. 3. other RCMP employees and members assigned to conduct HR Sector-related research; and

1. 3. 1. 4. RCMP employees and members seeking to fulfill academic research requirements of institutions.

1. 4. The composition of the HRRRB will be the responsibility of the I/C Statistics, Demographics and HR Research, HR Sector.

1. 5. Members of the HRRRB will normally all have graduate level university training, i.e. master's degree or above, in social science research methodology.

1. 6. Members of the HRRRB will be familiar with and abide by the ethical standards of social science research as outlined in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*.

1. 7. Members of the HRRRB will normally be drawn from Workforce Programs and Services, Learning and Development, Occupational Health and Safety Branch, and other RCMP HR Sector units that produce and use HR-related social science research.

2. Definitions

2. 1. RCMP HR-related social science research means any systematic program of study related to the domain of work of RCMP HR Sector. This research might include (but not be limited to) the study of: knowledge, skills, aptitudes, abilities, personality, attitudes, values, perceptions, stress, social behaviours and other psychological, sociological and other social science phenomena. This research may be led by either RCMP HR Sector or an organization/individual outside of RCMP HR Sector, e.g. university researchers.

2. 1. 1. RCMP HR-related social science research does not include: any systematic opinion and information gathering required for the direct delivery of medical or psychological care to any individual patient or client; routine, mandated public and occupational health programs; or ongoing RCMP policy consultations and program evaluations. Nor does it include criminal

intelligence analysis, operational information gathering, or research into technical aspects of police equipment.

2. 2. HR-related social science research means the employment of procedures and techniques normally associated with the social sciences, e.g. psychology, sociology, anthropology, or any other academic discipline, e.g. management, to conduct research or studies on RCMP HR Sector-related issues as described in sec. 2.1. These may include surveys, questionnaires, field experiments, focus groups, interviews, or other means.

2. 3. Research coordinator means the person responsible for the administrative processing of HR Sector research applications, including follow up with prospective researchers. This person will normally be assigned by the I/C Statistics, Demographics and HR Research, HR Sector.

2. 4. Chair of the HR Research Review Board means will normally be the I/C Statistics, Demographics and HR Research or delegate.

3. Submitting Proposals for HRRRB Approval of Research

3. 1. Research proposals will be submitted to the HRRRB before any data being collected.

3. 2. The procedure for obtaining HRRRB approval of prospective research is the following:

3. 2. 1. The researcher identifies and obtains the support of an HR Sector sponsor at the Director-level or above for the proposed research study.

3. 2. 2. The researcher establishes contact with the HRRRB research coordinator and confirms details of information, forms, plans, and protocols required to enable review.

3. 2. 3. The HRRRB research coordinator forwards to the HRRRB a completed electronic copy of detailed proposal, plan, or protocols for review.

3. 2. 4. HRRRB convenes within 30 days to review the proposal and determine if the proposal will be:

3. 2. 4. 1. approved;

3. 2. 4. 2. not approved; or

3. 2. 4. 3. approved with modifications.

3. 2. 5. If the research proposal is "Approved with Modifications", the researcher will modify proposal, plan, or protocols as directed by HRRRB and resubmit for a second review.

3. 2. 6. HRRRB reviews revised proposal as required.

3. 2. 7. Once approved, HRRRB confirms authorization to conduct the project by letter to the researcher that contains an HRRRB authorization number.

3. 2. 8. The researcher conducts HR Sector-related social science research in compliance with direction from HRRRB, and other pertinent directives.

3. 2. 9. The researcher provides copy of final report to HRRRB.

3. 2. 10. The research is logged and made available for future use by other RCMP researchers.

References

- *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*

Date Modified: 2014-06-19

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AM - ch. 19.3. Sick Leave

This policy is effective 2017-04-01.

Directive Amended: 2017-04-03

While COVID-19 restrictions are in place, the provisions of this policy still apply (exception: sec. 2.3. to 2.3.2. do not apply in situations dealing with COVID-19-related health absences).

Regular and civilian members are still responsible for informing their supervisor when they are injured, ill, or suffering from a condition that may have an impact on their fitness for duty and their ability to safely perform their work.

Regular and civilian members should monitor their health and report any symptoms that could be related to a COVID-19 infection such as fever, cough, or difficulty breathing. Managers and supervisors should also be reminded that except in very limited circumstances, a doctor's certificate should not be requested for COVID-19 health-related absences.

For information regarding this policy, contact Disability Management and Accommodation Program.

1. Policy

2. Approval of Sick Leave

3. HRMIS - Recording and Monitoring of Sick Leave

4. Administrative Duties related to Sick Leave

5. Roles and Responsibilies

App. 19-3-1 Memo Template – Request for Secondary Activity

App. 19-3-2 Memo Template – Travel Request

App. 19-3-3 Memo Template – Travel Request from accommodated member

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1. Policy

1. 1. Sick leave is intended to provide income protection in the event that a member is unable to work due to a work-related or non-work-related injury or illness.

1. 2. A member will be granted sick leave when he or she is unable to perform his/ her duties because of illness, injury or disability provided that he or she complies with this Policy and the Disability Management and Accommodation Program Manual (DMAPM).

1. 3. All absences from work due to illness or injury must be authorized by the person with the delegated authority to approve the absence.

1. 4. All absences due to illness, injury or disability will be managed in accordance with the Disability Management and Accommodation Program Manual and its associated framework, guidelines and working tools.

1. 5. Throughout the entire period of a member's illness, injury or disability, and in accordance with the Disability Management and Accommodation Program Manual, the Commander will retain administrative authority associated with a member who is absent on sick leave.

EXCEPTION: Administrative authority is delegated to the new Commander for the period of an accommodation, when a member is temporarily reassigned as part of a graduated Return to Work (RTW) agreement.

1. 6. Commanders of a provincial or municipal unit with a contractual agreement to replace members after a specific period of approved absence due to illness or injury will immediately report the absence to the CO.

1. 7. For assistance regarding this Policy, contact Workforce Programs and Services.

1. 8. See DMAPM Definitions.

2. Approval of Sick Leave

2. 1. A member will inform or have his/her Commander informed of, as soon as possible, an illness, injury or disability that will prevent the member from attending his/her regularly scheduled hours of work.

2. 2. All absences due to illness or injury will be approved, rescinded or denied by the **Commander** in accordance with the Disability Management and Accommodation Program Manual.

2. 3. Medical Certification

2. 3. 1. A member must provide a medical certificate:

2. 3. 1. 1. for all work-related injuries or illnesses requiring medical attention, at the time of the first report;

2. 3. 1. 2. for all injuries or illnesses for which limitations or restrictions are recommended by the member's medical practitioner;

2. 3. 1. 3. for any period of absence due to illness or injury which exceeds 40 consecutive work hours; or

2. 3. 1. 4. when requested by a Commander or the HSO.

NOTE: A Commander may seek the opinion of the HSO before requesting a medical certificate.

2. 3. 2. Commanders will forward the original medical certificates to the divisional OHS office.

2. 4. Leave Without Authorization:

2. 4. 1. The *Royal Canadian Mounted Police Act* (RCMP Act) provides the authority to stop a member's pay and allowances in a situation where a member is absent from duty without authorization.

2. 4. 2. If a member fails to obtain the necessary authorization for sick leave, in accordance with this policy and the Disability Management and Accommodation Program Manual, then the member will be considered absent from duty without authorization.

2. 4. 3. When a sick leave request is denied, the period of absence attributable to the denied request must be reported by the member under another leave type in the HRMIS leave system.

3. HRMIS - Recording and Monitoring Sick Leave

3. 1. Timely Reporting of Sick Leave in HRMIS

3. 1. 1. Timely entry of Sick Leave into HRMIS is critical to allow for accurate reporting and monitoring of sick leave and to support case management activities under the Disability Management and Accommodation Program Manual.

3. 1. 2. Commanders are responsible for accurate and timely entries of Sick Leave into the Human Resource Management Information System (HRMIS).

3. 1. 3. Commanders will ensure that a Sick Leave request is entered into the HRMIS leave system as soon as possible or within 5 consecutive days of a member's absence due to illness, injury or disability.

NOTE: The HRMIS leave system is the only official RCMP system for the reporting and recording of leave. An administrative requirement to record sick leave in any other system, paper or electronic, is not an official sick leave request.

3. 1. 4. The Member will:

3. 1. 4. 1. Submit a sick leave request in advance when a sick leave absence is anticipated, e.g. scheduled medical procedures.

3. 1. 4. 2. Upon return to work from a period of sick leave, immediately confirm that the absence was recorded in the HRMIS leave system and update HRMIS accordingly.

3. 1. 4. 3. For periods of sick leave less than or equal to 40 consecutive work hours, use HRMIS leave code 210 for uncertified sick leave.

3. 1. 4. 4. For periods of sick leave greater than 40 consecutive work hours, use HRMIS leave code 220 for certified sick leave.

3. 2. The Commander will:

3. 2. 1. When a period of authorized sick leave exceeds or is expected to exceed 5 consecutive calendar days, contact the divisional leave administrator and request that the period of absence be recorded on behalf of the member under code 220, certified sick leave.

3. 2. 2. Include the following in the request: the member's name; regimental number; HRMIS identification; date the member first missed work due to illness or injury; date the member is expected to return to work; and the total number of hours absent.

3. 2. 3. If the period of sick leave extends beyond the expected return to work date; ensure HRMIS is updated to reflect the date the member is expected return to work.

3. 2. 4. Commanders will ensure HRMIS entries are maintained and kept up-to-date throughout an entire period a member is absent from the workplace on a period of approved Sick Leave.

3. 3. IMPORTANT - HRMIS Medical Collator

3. 3. 1. Where an approved absence due to illness or injury exceeds, or is expected to exceed, 30 consecutive calendar days, a Commander will initiate a Staffing Transaction Administration process (Change Report) in HRMIS to move the member to the divisional medical collator, effective the 31st day of absence.

3. 3. 2. After confirmation of a member's fitness for duty, including a graduated RTW plan, Commanders will arrange to remove the member from the divisional medical collator, by updating HRMIS.

4. Administrative Duties related to Sick Leave

4. 1. This section refers to administrative and compensation rules related to a member in receipt of a sick leave benefit.

4. 2. Career Management Considerations

4. 2. 1. A member on sick leave may refuse a physical transfer/relocation outside the duty district if the conditions outlined in CMM - ch. 3., sec. 1.1.14. can be shown to apply.

4. 3. Shift Scheduling Considerations

4. 3. 1. Approved leave due to illness or injury for periods less than 30 consecutive calendar days will be based on the member's current work schedule, established in accordance with NCM ch. 2.3.

4. 3. 1. 1. A member's scheduled work hours for approved absences exceeding or expected to exceed 30 consecutive calendar days will be deemed to be 0800 hours to 1600 hours Monday to Friday, with Saturday and Sunday designated as regular time off (RTO).

4. 3. 1. 2. A member working part-time hours and who is approved for sick leave exceeding or expected to exceed 30 consecutive calendar days will have his/her assigned hours, equally apportioned over a Monday to Friday work week with Saturday and Sunday designated as RTO.

4. 4. Pay-related Entitlements:

4. 4. 1. Bilingual Bonus entitlement will be administered in accordance with ch. II 6. Bilingualism Bonus.

4. 4. 2. Acting pay will be administered in accordance with NCM ch. 2.7., sec 5. Premiums and sec 5.5. Acting Pay

4. 4. 3. A member working part-time has the same sick leave benefits and responsibilities as a full-time member.

4. 4. 3. 1. Approved sick leave will be paid in accordance with the assigned hours for the day the member was absent due to illness or injury.

4. 4. 3. 2. Approved sick leave exceeding the 30th consecutive day will be paid at a rate equivalent to the average weekly assigned hours during the preceding 30-day absence due to illness or injury.

4. 4. 4. There is no entitlement to additional compensation when a member is sick on a designated paid holiday

4. 5. Intervention Equipment

4. 5. 1. When an absence due to illness or injury exceeds or is expected to exceed 30 consecutive calendar days, the commander will be required to repossess the member's intervention equipment and the member will be required to return his or her intervention equipment in accordance with OM ch. 4.10., sec. 2.1.3.

NOTE: An HSO recommendation, in accordance with the Disability Management and Accommodation Program Manual and Occupational Health Services policy may be received at any time. Upon receipt of such a recommendation, the Commander will immediately repossess the intervention equipment and review the situation in consultation with the HSO.

4. 5. 2. After confirmation of a member's fitness for duty, return the intervention equipment to the member.

4. 6. Court Duties

4. 6. 1. A member on an approved sick leave may, when appropriate, be called back for the temporary purpose of attending court.

4. 6. 2. A member temporarily returning to work for court purposes will be compensated in accordance with the court time provisions outlined in NCM ch. 2.7., sec. 4.3.1.3., when the temporary return to work exceeds the scheduled hours defined in sec. 4.3.1. above.

4. 7. Annual Leave during an Accommodated Return to Work Plan

4. 7. 1. When a member is participating in an Accommodation/RTW plan and not working full-time hours, the balance of the unworked hours will be captured as sick leave.

4. 7. 1. 1. Participation in an RTW agreement may supersede any previously scheduled hours of work established in accordance with NCM ch. 2.3.

4. 7. 1. 2. Annual leave requests encompassing the RTW period must be submitted through the HRMIS leave system and approved before the formulation of the Return to Work plan.

4. 7. 1. 2. 1. Requests for annual leave not disclosed during the formulation of the RTW plan must be reported to the Disability Management Advisor.

4. 7. 2. The hours attributed to an approved annual leave request from a member participating in a graduated RTW agreement will be based on the approved hours of work in the agreement. The balance of the regularly scheduled work hours will be captured as sick leave.

4. 8. Accrual of Annual Leave Credits

4. 8. 1. Effective 2013-09-01, a member Off Duty Sick (ODS) due to a non-work related injury or illness, based on the RCMP Determination Process for Access to Occupational Health Benefits for a period exceeding two years of continuous sick leave, will cease to accrue annual leave credits.

4. 8. 1. 1. A member who returns to work after a period of continuous sick leave, as outlined in sec. 4.8.1., must work a minimum of 80 hours for the first 30 calendar-day period, 80 hours for the second 30 calendar-day period, and 80 hours for the third 30 calendar-day period upon return, for a total of 240 hours, within three consecutive 30 calendar-day periods, in order to end the continuous sick leave period. Once this requirement is attained, the accrual of annual leave credits will resume in accordance with ch. 19.1., sec. 3.

4. 8. 1. 2. During the three calendar-day periods, as identified in sec. 4.8.1.1., a member is not permitted to use any other type of paid leave, including designated paid holidays, as a substitute for attendance at work to attain the minimum 80-hour obligation.

4. 8. 1. 3. Where a member normally works part-time hours, the minimum 80-hour work criterion, identified in sec. 4.8.1.1., must be pro-rated in accordance with the member's usual part-time work schedule.

4. 8. 1. 4. Any annual leave credits that are earned during the three calendar-day periods as identified in sec. 4.8.1.1. will be withheld until the obligation to end the continuous sick leave period has been fulfilled. Once this requirement is attained, the annual leave credits earned during the consecutive three calendar-day periods will be credited to the member and accrual of annual leave credits will resume in accordance with ch. 19.1., sec. 3.

4. 9. Pre-Approved Vacation Leave

4. 9. 1. When a member falls ill or becomes injured while on approved vacation leave, the period of vacation leave so displaced may be reinstated or added to the vacation period with the approval of the Commander and submission of an approved medical certificate. In its place, the absence from work will be captured as certified sick leave in the HRMIS leave system.

4. 10. Travel Request

4. 10. 1. A member on sick leave or a return to work plan must have the Commander's written approval to travel beyond the boundaries of the district of duty area or area of primary residence for more than 24 hours, excluding periods of RTO.

4. 10. 2. If a member wishes to leave his/her district of duty or area of primary residence while on Sick Leave or a modified return to work plan:

4. 10. 2. 1. for more than one calendar work day, excluding periods of RTO, for personal reasons, the member shall submit a written request to the Commander to obtain written authorization before leaving.

4. 10. 2. 2. for more than one calendar workday to attend treatment, medical tests or consultations at the request of a medical practitioner, the member will advise the Commander and HSO in writing, and refer to ch. XIV.1. for information about benefits, and to FMM ch. 9.8. for information about travel authorizations.

NOTE: Under certain circumstances, the Commander may verbally approve a request to travel beyond the boundaries outlined in sec. 4.10.2.1., to be followed by documented written approval.

4. 10. 3. The Commander may request in writing the opinion of the HSO with regard to the appropriateness of the travel request and its impact on the recovery process. See App. 19-3-2 or App. 19-3-3.

4. 10. 4. If a request is denied, the Commander will provide the member with his/her written rationale for declining the request.

4. 10. 5. Where travel is to attend treatment, medical tests or consultation at the request of the member's medical practitioner, coverage of services and travel is subject to the limitations outlined in ch. XIV.1. and FMM ch. 9.8.

NOTE: The Commander will process this type of request as a priority, and refusal should be on exceptional grounds and on the recommendation of the HSO.

4. 10. 6. An ill or injured member will remain on sick leave status when a travel request is approved

4. 10. 7. The **Health Services Officer (HSO)** will, upon receipt of a Commander's request for opinion:

4. 10. 7. 1. investigate and assess whether a travel request will have a detrimental impact on the recovery process; and

4. 10. 7. 2. provide the Commander with a written recommendation as soon as possible.

4. 10. 8. If requested to assess the appropriateness of travel to obtain medical services while on sick leave, the HSO will:

4. 10. 8. 1. investigate and assess whether or not this is medically required and appropriate;

4. 10. 8. 2. review the member's eligibility for services and travel coverage under ch. XIV.1.;

4. 11. Secondary Activity

4. 11. 1. If a member on an approved absence due to illness or injury wishes to remain engaged in, or commence participation in any secondary activity, remunerated or non-remunerated, the member will:

4. 11. 1. 1. ensure the activity does not contravene policy in ch. XII.16. or ch. XVII.1.;

4. 11. 1. 2. obtain written endorsement from the treating medical practitioner that the secondary activity will not have a negative impact on his/her rehabilitation process;

4. 11. 1. 3. advise the Commander of the activity and of the treating medical practitioner's endorsement of the member's participation in it;

4. 11. 1. 4. forward a copy of the medical practitioner's medical endorsement to the HSO; and

4. 11. 1. 5. await Commander approval before beginning or continuing to engage in the activity.

4. 12. The Commander will seek the opinion of the HSO on whether engagement in this secondary activity will have an impact on the member's recovery process.

5. Roles and Responsibilities

5. 1. Member

5. 1. 1. During an absence from the workplace due to an illness, injury or disability, participate in the case management process, as and when required, in accordance with the Disability Management and Accommodation Program Manual.

5. 1. 2. During a period of Sick Leave, maintain contact with the Commander/delegate and if applicable, the Disability Management Advisor and the Occupational Health Team, including acknowledging receipt of mailed, faxed or e-mailed correspondence.

5. 2. Commander

5. 2. 1. Ensure all members with an illness, injury or disability are supported, managed and monitored in accordance with the Disability Management and Accommodation Program Manual.

5. 3. Commanding Officer

5. 3. 1. Ensure all members with an illness, injury or disability are supported, managed and monitored in accordance with the Disability Management and Accommodation Program Manual.

5. 3. 2. Upon becoming aware that the supervisory responsibilities have potentially contributed to a workplace conflict which resulted in an absence due to illness or injury, continued exercise of those supervisory responsibilities must be re-evaluated.

5. 3. 2. 1. Once a decision is made, inform the HSO of the decision.

5. 3. 2. 2. If a decision to remove supervisory responsibility is made, ensure all stakeholders are informed.

5. 4. Occupational Health Team (HSO, Psychologist, case manager nurse)

5. 4. 1. In accordance with the Disability Management and Accommodation Program Manual and Occupational Health Services policy, the Occupational Health Team will complete a health review and assessment of a member on Sick Leave and will regularly assess and evaluate the health of all members for whom HSO intervention was identified.

References

Date Modified: 2017-04-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - App. 19-3-1 Memo Template – Request for Secondary Activity

Back to chapter

New: 2017-04-03

To: **HSO (Division)** "C" Division
From: **Supervisor (Name)** Joe Smith
Subject: **Member ODS – Request for Secondary Activity**
Member: Sharon McCann **Regimental No.** 00007 **HRMIS No.** 000150800

The above-noted member is currently on approved sick leave, and has made a request to [remain engaged in] OR [commence participation in a secondary activity]. Details on the Secondary activity are provided below. I have been advised that the Member's treating medical practitioner has endorsed [his/her] participation.

Supervisor to insert details on the secondary activity.

As the Supervisor of [Member's Name] substantive unit, I am seeking your opinion on whether engagement in this secondary activity will have an impact on [his/her] recovery process.

Supervisor/Division
c.c. member
Enclosed: copy of medical certificate

Back to chapter

Date Modified: 2017-04-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - App. 19-3-2 Memo Template – Travel Request

Back to chapter

New: 2017-04-03

To: **HSO (Division)** "C" Division
From: **Supervisor (Name)** Joe Smith
Subject: **Travel Request – Member Off-Duty Sick**
Member: Sharon McCann **Regimental No.** 00007 **HRMIS No.** 000150800

The member is currently on approved sick leave. On _____ [date] the member presented a travel request.

Supervisor to insert details on the travel.

In accordance with Sick Leave Policy, and as the Supervisor of [Member's Name] substantive unit, I am seeking your opinion. Is the travel request reasonable in light of the member's current medical condition and functional abilities? Will the travel have a detrimental impact on (his/her) recovery process?

Supervisor/Division
c.c. member

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Date Modified: 2017-04-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - App. 19-3-3 Memo Template – Travel Request from accommodated member

Back to chapter

New: 2017-04-03

To: **HSO (Division)** "C" Division
From: **Supervisor (Name)** Joe Smith
Subject: **Travel Request – Member Accommodated due to Medical Reasons**
Member: Sharon McCann **Regimental No.** 00007 **HRMIS No.** 000150800

The above-noted member currently has functional limitations and restrictions resulting from a disability and is currently being accommodated. The member presented a travel request on _____ (date).

Supervisor to insert details on the travel.

In accordance with Sick Leave Policy, and as the Supervisor of [Member's Name] substantive unit, I am seeking your opinion. Is the travel request reasonable in light of the member's current medical condition and functional abilities? Will the travel have a detrimental impact on (his/her) recovery process?

Supervisor/Division

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Date Modified: 2017-04-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.1. Human Resource Management Information System

Directive Amended: 2017-10-30

For information regarding this policy, contact National Recruiting Program.

1. General

2. OIC/Director, National Recruiting Program

3. Delegated Manager for Human Resources

4. OIC, National Recruiting Processing Centre

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1. General

1. 1. The Human Resource Information System (HRMIS) is mandated as the primary system for managing recruiting information, in order to provide timely and accurate information to decision makers in support of the National Recruiting Program.

2. OIC/Director, National Recruiting Program

2. 1. Authorize user access to the HRMIS Recruit Workforce pages.

2. 2. Establish HRMIS training processes and standards to enable consistent information for the recruitment program.

2. 3. Provide support and training to recruiting users on HRMIS functionality.

2. 4. Assist proactive recruiting offices in obtaining reports from HRMIS.

2. 5. Define HRMIS auditing and reporting requirements.

2. 6. Perform continuous monitoring of recruiting data at a national level.

2. 7. Identify user system needs and roles, and give access to new users.

3. Delegated Manager for Human Resources

3. 1. Ensure recruiting users receive HRMIS training and are aware of the mandatory entries.

4. OIC, National Recruiting Processing Centre

4. 1. Ensure recruiting users receive HRMIS training and are aware of mandatory entries.

4. 2. Ensure all mandatory information pertaining to an applicant is entered into the system, either between selection and enrollment, or file closure.

4. 3. Ensure data integrity and timely entries within HRMIS.

4. 4. Perform continuous monitoring of recruiting data at the division level.

References

Date Modified: 2017-10-30

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.10. Suitability

Chapter Rewrite: 2015-07-07

For information regarding this policy, contact National Recruiting Program.

1. General

2. Immediate Disqualifiers

3. Suitability Matrix

4. Current RCMP Employee Deemed Unsuitable

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1. General

1. 1. In making suitability decisions, suitability reviewers will be guided by the following principles, which support the core values of the RCMP – Honesty, Integrity, Compassion, Respect, Accountability, and Professionalism:

1. 1. 1. The RCMP strives to hire applicants with high moral character, a high degree of personal integrity, sound judgment, intelligent decision making, maturity, common sense, and life experiences. Consideration should be given to those applicants who take responsibility for, and learn from, past questionable decision making.

1. 1. 2. Decisions will be made in a fair and impartial manner. Discretion, professional judgment, and common sense will guide all decision making.

1. 1. 3. Suitability reviewers are accountable for their decisions. Adequate documentation and rationale must be provided for each decision taken.

2. Immediate Disqualifiers

2. 1. To apply as a police officer, you must not have:

2. 1. 1. any matters pending or before a criminal court;

2. 1. 2. been convicted of a criminal offence for which you have not received a pardon/records suspension;

2. 1. 3. participated in any serious criminal activity – whether or not you have been arrested and/or charged;

2. 1. 3. 1. Examples of serious criminal offences include, but are not limited to:

2. 1. 3. 1. 1. murder and manslaughter;

2. 1. 3. 1. 2. sexual assault;

2. 1. 3. 1. 3. production or distribution of child pornography;

2. 1. 3. 1. 4. sexual exploitation, violence, abuse, or neglect towards children or vulnerable adults;

2. 1. 3. 1. 5. terrorist activities;

2. 1. 3. 1. 6. participation with any organized criminal group;

2. 1. 3. 1. 7. benefiting from the trafficking, importing, unlawful manufacturing, or unlawful cultivating of illegal drugs;

2. 1. 3. 1. 8. arson resulting in loss of life or substantial damage;

2. 1. 3. 1. 9. forcible confinement;

2. 1. 3. 1. 10. robbery; or

2. 1. 3. 1. 11. any crime committed with a facial covering or weapon.

2. 1. 4. participated in any criminal behaviour or activity – whether or not you have been arrested and/or charged – within at least one year of the date of application;

2. 1. 4. 1. Criminal behaviours and activities include, but are not limited to, non-medical drug or steroid use, theft, prostitution, solicitation for the purpose of prostitution, assault, and impaired driving.

2. 1. 5. been dishonourably discharged or dismissed, including released for misconduct, from another police, military, or law-enforcement organization; or

2. 1. 6. any pending or current personal bankruptcies or consumer proposals.

2. 2. During the application process, you must not:

2. 2. 1. participate in any criminal behaviour or activity – whether or not you have been arrested and/or charged – in Canada or abroad; or

2. 2. 1. 1. Criminal behaviours and activities include, but are not limited to, non-medical drug or steroid use, theft, prostitution, solicitation for the purpose of prostitution, assault, and impaired driving.

2. 2. 2. cheat on any portion of the RCMP application process, including using counter-measures during the polygraph examination.

3. Suitability Matrix

3. 1. The suitability matrix is not a decision-making instrument. Scores obtained from the matrix are not to be used as a benchmark for assessing the suitability of an applicant. Rather, suitability will be based on the totality of an applicant's file.

4. Current RCMP Employee Deemed Unsuitable

4. 1. Further to CMM ch. 17., Departmental Security is to be provided with a summary of any disclosure made by a current employee during any part of the recruiting process that would deem him/her unsuitable.

References

Date Modified: 2015-07-07

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. 23.11. Enrollment in the Cadet Training Program

Directive Amended: 2017-12-21

For information regarding this policy, contact National Recruiting Program (NRP) at [redacted]

1. Completion of the Cadet Training Agreement

2. File Splitting

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1. Completion of the Cadet Training Agreement

1. 1. General

1. 1. 1. An applicant becomes a cadet upon signing the Cadet Training Agreement, Form 3438.

1. 1. 2. A cadet is not a member of the RCMP as he/she is not engaged, hired, or appointed a peace officer.

1. 2. OIC, National Recruiting Processing Centre (NRPC)/Delegate

1. 2. 1. Before the applicant signs Form 3438, confirm that:

1. 2. 1. 1. all data and mandatory requirements and certifications in the applicant's file, and in the HRMIS have been completed and are valid;

1. 2. 1. 2. prerequisites for the Cadet Training Program (CTP) have been successfully completed and are valid, as outlined in ch. 23. General, sec. 5.2.;

1. 2. 1. 3. the applicant has a valid provincial/territorial health coverage from his/her province/territory of origin for the duration of the CTP;

1. 2. 1. 4. the applicant has completed and signed the Great West Life (GWL) Application for Group Coverage, Form M6191;

1. 2. 1. 4. 1. If GWL Group coverage is declined by the applicant, attach proof of other extended health coverage to Form M6191. The cadet will automatically be registered in the GWL Health Care Plan if coverage is not waived. See sec. 1.2.1.3.

1. 2. 1. 5. the applicant has received and read the Cadet Training Handbook;

1. 2. 1. 6. the applicant has agreed to fully comply with all essential job requirements, as outlined in ch. 23. General, sec. 5.;

1. 2. 1. 7. the Security Screening Certificate and Briefing Form, Form TBS/SCT 330-47 has been explained to and completed by the applicant; and

1. 2. 1. 8. the document, Acknowledgement of Professional Responsibilities in the RCMP, Form 6465, has been explained to and signed by the applicant, and a witness.

1. 3. Attesting Officer (OIC, National Recruiting Processing Centre (NRPC)/Delegate)

1. 3. 1. Ensure Form 3438 reflects the applicant's legal name.

1. 3. 2. Ensure a signed copy of Form 3438 is given to the cadet.

2. File Splitting

2. 1. OIC, National Recruiting Processing Centre (NRPC)

2. 1. 1. Forward the following originals or original photocopies, as specified, of the applicant's file and enrollment documents to National Headquarters, ATTN: Leikin Records Office, National Headquarters, M.J. Nadon Building:

2. 1. 1. 1. cadet's photograph;

2. 1. 1. 2. Facsimile/Message Transmittal, Form 2875 or e-mail enrollment message;

2. 1. 1. 3. Form 3438;

2. 1. 1. 4. Transfer Policy Form, if applicable to your division;

2. 1. 1. 5. final enrollment letter, if applicable to your division;

2. 1. 1. 6. Form TBS/SCT 330-47;

2. 1. 1. 7. Receipt for Cadet Training Handbook, Form 5077;

2. 1. 1. 8. photocopy of extended health benefit card or explanatory letter, if applicable;

2. 1. 1. 9. photocopy of provincial/territorial health card (verify expiry date);

2. 1. 1. 10. Form M6191 (National Compensation);

2. 1. 1. 11. standard first-aid and cardiopulmonary resuscitation (CPR) for infant, child, and adult certificates;

2. 1. 1. 12. Medical Profile, Form 2158;

2. 1. 1. 13. Notification of Test Results and Bilingualism Bonus, Form 2401, if applicable;

2. 1. 1. 14. Suitability Screening, Form 1980;

2. 1. 1. 15. photocopy of educational documents;

2. 1. 1. 16. photocopy of driver's licence;

2. 1. 1. 17. photocopy of marriage or divorce certificates;

2. 1. 1. 18. photocopy of birth certificate, Canadian citizenship card or permanent resident card, and Confirmation of Permanent Residence (IMM 5292);

2. 1. 1. 19. RM Applicant File Cover Sheet, Form 5761,

2. 1. 1. 20. Form 6465; and

2. 1. 1. 21. any other relevant correspondence deemed important.

2. 1. 2. Send a copy of all documents outlined in sec. 2.1.1. to "Depot" Division, ATTN: Career Development and Resourcing.

References

Date Modified: 2017-12-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. 23.12. Termination of Cadet Training Agreement

Directive Amended: 2017-09-26

For information regarding this policy, contact National Recruiting Program (NRP) at [redacted]

1. "Depot" Division

1. "Depot" Division

1. 1. If a cadet voluntarily terminates his/her agreement, or if the agreement is terminated by the Training Officer, "Depot" Division, ensure the cadet is interviewed and the reason for his/her termination is documented on the Personnel Interview Report Data Update, Form A-323.

1. 2. Forward a copy of Form A-323 to the Proactive Recruiting Office in the division where the cadet was enrolled and to National Headquarters, ATTN: OIC/Director, National Recruiting Program.

References

Date Modified: 2017-09-26

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.13. Engagement

Directive Amended: 2014-03-18

For information regarding this policy, contact National Recruiting Program.

1. General

2. Human Resources Officer/"Depot" Division

3. Secondary Employment and Outside Activities

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1. General

1. 1. Upon successful completion of the Cadet Training Program and selected for engagement, a cadet must be engaged by a commissioned officer.

1. 2. The oaths or affirmations must be taken before a commissioned officer, the Cadet Training Officer, or any person who has authority to administer oaths or receive affidavits.

2. Human Resources Officer/"Depot" Division

2. 1. Complete the Engagement Document, Form A114B.

2. 1. 1. The first two years of service are probationary for a newly engaged member.

2. 2. Complete the Certificate of Appointment/Designation, Form 1800.

2. 3. Ensure each newly engaged member completes:

2. 3. 1. the application or waiver forms for life and accident insurance for members/dependents and the elective service screening package (*RCMP Superannuation Act*) from Morneau-Sobeco; and

2. 3. 2. other agency forms for Personal Tax Credit Return (TD-1E) and Public Service Health Care Plan.

2. 4. Forward a message to the division of posting, ATTN: OIC/IC, CDR (with a request for distribution to appropriate sections). Ensure the message includes the following:

2. 4. 1. full legal name (last name, given 1, given 2);

2. 4. 2. gender;

2. 4. 3. date of birth;

2. 4. 4. social insurance number;

2. 4. 5. HRMIS number and regimental number;

2. 4. 6. date and place of engagement;

2. 4. 7. posting: Human Resource Management Information System (HRMIS) departmental ID and position number, and account code and reports to (position number);

2. 4. 8. name of detachment and province;

2. 4. 9. marital status as outlined in form TD-1;

2. 4. 10. annual rate of pay;

2. 4. 11. estimated arrival date at new post; and

2. 4. 12. first official language.

2. 5. Following engagement, forward the original cadet files (service, personnel, discipline, etc.) to National Headquarters, ATTN: 73 Leikin NHQ Information Services Records Office, and a copy to the receiving region.

3. Secondary Employment and Outside Activities

3. 1. For conflict of interest directives, see Part XVII.

3. 2. Upon engagement, the new member will initiate a formal request on Form 5078 to continue his/her outside activities, through his/her detachment commander, who will forward it to the CO or the Delegated Manager for HR for consideration.

3. 2. 1. The member can continue to participate in the outside activity until the CO/delegate has made a definitive decision. The CO/delegate can authorize this type of activity as outlined in ch. XVII.1.

3. 3. A member can request special leave without pay for Canadian Armed Forces reserve training as outlined in ch. 20.4.

3. 3. 1. The procedures outlined in ch. 20.4. do not apply to a Canadian Armed Forces regular force member. A regular force member must resign from his/her full-time Canadian

Armed Forces duties and request for a reassignment to the supplementary reserves before being engaged as an RCMP member.

References

Date Modified: 2014-03-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.2. Application Process and the RCMP Police Aptitude Test

Directive Amended: 2014-08-26

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. General
2. RCMP Police Aptitude Test Session
3. Request for a Re-score of the RCMP Police Aptitude Test
4. Request for Accommodation

General

1. 1. A person interested in becoming an RM applicant may obtain information on the selection process by:

1. 1. 1. attending a voluntary career presentation,

1. 1. 2. visiting or contacting the divisional or centralized recruiting office or detachment, or

1. 1. 3. consulting the RCMP website.

2. RCMP Police Aptitude Test Session

2. 1. General

2. 1. 1. The Applicant Information Sheet (form 3500) is completed at a scheduled RCMP Police Aptitude Test (RPAT) session.

EXCEPTION: If a person provides correspondence, e.g. request for accommodation, he/she will complete form 3500 before attending an RPAT session. All process events will be tracked in the Human Resource Management Information System (HRMIS).

2. 1. 2. To ensure that a seat is available at a test session, each person must register for an RPAT session on the recruiting website, by telephone or in person. A person not registered can only write the RPAT if space is available.

2. 1. 3. The RPAT evaluates an applicant's potential aptitude for police work, and measures skills that are essential in completing the duties of a police officer, i.e. composition (spelling, grammar, and vocabulary), comprehension, memory, judgement, observation, logic, and computation. The pass mark for the RPAT is 3.2/5.0.

2. 1. 4. The RPAT is a Protected-B document and must be protected and secured at all times, according to ch. XI.1.

2. 1. 5. All categories of employees who are security cleared to handle Protected-B documents can administer the RPAT.

2. 1. 6. Except when a test is being conducted, the RPAT booklets must be under the direct control of the test administrator.

2. 1. 7. No portion of the RPAT, including the completed answer sheets (form 3983), may be reproduced by any means.

2. 1. 8. Six clear months must lapse between:

2. 1. 8. 1. two RPATs written by an applicant. See ch. 23. General, sec. 11.1.1.; and

2. 1. 8. 2. an RPAT and a Telecom Operator Aptitude Test (TOAT) written by an applicant.

2. 1. 9. The National Recruiting Program will arrange for an alternate test for an applicant, who, due to circumstances, cannot write the RPAT, e.g. an applicant who was previously employed in a recruiting office.

2. 2. Recruiting NCO/Delegate

2. 2. 1. The National Recruiting Program will provide you with material for the career presentation.

2. 2. 2. At least one month before each session, post the date, time, and location for the career presentation on your divisional recruiting website.

2. 2. 3. Maintain a list of the control numbers for RPAT materials. When requested, provide a copy of the list to National Headquarters, ATTN: Director, National Recruiting Program.

2. 2. 4. Regularly monitor the inventory, storage, handling, and control of the RPAT materials.

2. 2. 5. To obtain the RPAT booklets, forward a request to National Headquarters, ATTN: Director, National Recruiting Program.

2. 2. 6. Forward used RPAT booklets for disposal to National Headquarters, ATTN: Director, National Recruiting Program.

2. 2. 7. Encourage each person registered for the RPAT session to attend a career presentation. See sec. 2.2.2.

2. 2. 8. Advise each person registered for the RPAT to read the Preparatory Guide for the RCMP Police Aptitude Test posted on the RCMP website. If requested, provide a hard copy of the guide.

2. 3. Test Administrator

2. 3. 1. Ensure the standardized testing procedures are adhered to, as outlined in the Test Administrator's Guide for the RCMP Police Aptitude Test.

2. 3. 2. Ensure each person writing the RPAT presents one piece of photo identification to confirm his/her identity, e.g. a valid driver's licence, passport, or provincial health card.

2. 3. 3. Give each person form 3500 and the RCMP Workforce Survey Questionnaire form 3501. Advise the person that:

2. 3. 3. 1. completing form 3501 is mandatory; and

2. 3. 3. 2. completing Sections B, C, and D of form 3501 is optional but strongly encouraged.

2. 3. 4. Collect completed form 3500 and form 3501, and immediately check form 3500 to confirm that each person provided a "yes" response to each question under the Basic Requirements section. Only these people can write the RPAT.

2. 3. 5. When the applicants are writing the RPAT, check each form 3500, and if applicable, form 3501, to ensure the information provided is legible and complete.

2. 3. 6. If testing accommodation is granted to an applicant, follow the Test Administrator's Protocol provided by Assessment and Research, HR Sector. See sec. 4.

2. 3. 7. If an applicant voluntarily withdraws from, or is removed from an RPAT session, document the reasons on form A5 and seek direction from the Director, National Recruiting Program.

2. 3. 8. After the session:

2. 3. 8 .1. confirm that all booklets have been returned, and check for any defects;

2. 3. 8. 2. initiate individual applicant files and enter data into HRMIS from form 3500, and if applicable, form 3501. See also ch. 23.1.;

2. 3. 8. 3. place completed form 3500 and form 3501 in a sealed internal RCMP envelope marked Protected-A with a label marked: RCMP Workforce Survey Questionnaire form 3501 to be opened only by the Centralized Recruiting Officer/delegate;

2. 3. 8. 4. forward the Transmittal/Acknowledgment of Employee Records form 3150 and test answer sheets (form 3983), by internal mail or courier service to: National Headquarters, ATTN: Director, Assessment and Research, HR Sector. See sec. 2.1.7.;

2. 3. 8. 4. 1. The Assessment and Research, HR Sector will score the RPAT answer sheets, forward the results to the Human Resources Management Information Centre (HRMIC) for uploading, and send a copy to the National Recruiting Program. The centralized recruiting personnel will be notified of test results of those applicants processed by their office.

2. 3. 8. 4. 2. The HRMIC will forward a results letter to each applicant, providing his/her RPAT scores.

2. 3. 8. 4. 3. The letter to the applicant who failed to meet the minimum RPAT pass mark will indicate that the application has been discontinued and the file closed, and that the applicant will be eligible to re-apply and re-write the RPAT one year from the administration date cited in the letter.

2. 3. 8. 4. 4. The HRMIC will notify the centralized recruiting offices which applicant RPAT scores have been successfully uploaded in HRMIS and are ready for further processing, and those that require data confirmation.

3. Request for a Re-score of the RCMP Police Aptitude Test

3. 1. The computerized scoring program for the RPAT is extremely reliable. Manual scoring is an option, but only for those applicants with borderline scores, i.e. 3.15 to 3.19, who specifically request this to be done.

3. 2. The applicant must make a formal written request, through the recruiting office, and receive the support of the Centralized Recruiting Officer/delegate.

3. 3. The Centralized Recruiting Officer/delegate will forward the request to National Headquarters, ATTN: National Recruiting Program, who will send it to Assessment and Research, HR Sector for a manual re-score. Once the results are received, the National Recruiting Program will send a letter to the applicant, with a copy to the centralized processing centre for record purposes.

3. 4. HRMIS will be updated.

4. Request for Accommodation

4. 1. If a person claims to have a medical disability and requests accommodation for the RPAT, the Centralized Officer/delegate will ask the person to provide valid medical documentation issued within the past 5 years from a qualified health practitioner that specifies the limitations posed by the disability, and the recommended accommodation to address the limitations.

4. 1. 1. If a person with a disability has applied to write the RPAT without requesting accommodation, and subsequently makes a claim of a disability before the test, cancel the test date and follow the procedures outlined in sec. 4.1.

NOTE: Any determination on the need for accommodation is not a determination of suitability. Whether the condition giving rise to the need for accommodation affects an applicant's suitability is a matter that may require further evaluation later in the process.

4. 2. The Centralized Recruiting Officer/delegate will forward the medical documentation as Protected-B to National Headquarters, ATTN: Director, National Recruiting Program.

4. 3. The Director, National Recruiting Program will forward the medical documentation to National Occupational Health and Safety Branch to accept or reject the recommendations.

4. 3. 1. The National Health Services will provide full rationale where a person's request for accommodation is rejected. The National Recruiting Program will forward correspondence to the Centralized Recruiting Officer, asking that the person be advised, in writing, of the decision and reasons why he/she cannot be accommodated for the RPAT.

4. 3. 2. If the request is supported, the National Health Services will forward a report to Assessment and Research, HR Sector to determine what accommodation, if any, may be provided to the person when writing the RPAT. The National Recruiting Program will forward the following to the Centralized Recruiting Officer/delegate:

4. 3. 2. 1. the Test Administrator's Protocol report, asking that the person be advised, in writing, of the accommodation, if any, to be provided when writing the RPAT; and

4. 3. 2. 2. any additional RPAT preparation guides.

References

Date Modified: 2014-08-26

AM - ch. 23.3. Initial Ranked List

Directive Amended: 2010-01-06

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. General

2. Recruiting NCO/Delegate

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1. General

1. 1. The initial ranked list (IRL) is generated from Human Resource Management Information System (HRMIS) and identifies all applicants who have successfully passed the RCMP Police Aptitude Test (RPAT) within the year, and who are eligible for selection.

1. 2. Applications will not be further processed after one year of non-selection from the IRL and the applicant file will be closed.

2. Recruiting NCO/Delegate

2. 1. Select applicants continuously throughout the fiscal year in top down order from the IRL and process in sufficient numbers to meet current regional allotments.

2. 1. 1. If a selection process fails to surface a sufficient number of designated group applicants as defined in the *Employment Equity Act* to meet RCMP operational needs, select additional applicants from the appropriate designated group, in ranked order, from the IRL.

2. 2. Contact each applicant selected for processing a minimum of once per month (in person, telephone, letter, or e-mail) to review the applicant's file and to answer any questions that he/she may have.

2. 2. 1. Acknowledge contact initiated by an applicant in a given month.

2. 2. 2. Ensure that each contact with an applicant is documented and placed in his/her file.

Date Modified: 2010-01-06

AM - ch. 23.4. Selection Package

Directive Amended: 2013-05-10

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. Documentation

2. Educational Requirements

3. Vision Examination

4. Physical Abilities Requirement Evaluation

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1. Documentation

1. 1. General

1. 1. 1. The contents of the Selection Package include:

1. 1. 1. 1. an opening letter with an instructional guide and checklist;

1. 1. 1. 2. the Regular Member Applicant Questionnaire, Pre-employment Suitability, Reliability and Security Polygraph Interview and Examination, Form 5096;

1. 1. 1. 3. Physical Abilities Requirement Evaluation (PARE) Medical Clearance, Form 3986, and general PARE information;

1. 1. 1. 4. Vision Examination of Applicant, Form 2180;

1. 1. 1. 5. Suitability Screening, Form 1980;

1. 1. 1. 6. Friends and Associates Suitability Screening (Applicant), Form 3165;

1. 1. 1. 7. Personnel Screening, Consent and Authorization, Form TBS/SCT 330-23;

1. 1. 1. 8. Security Clearance, Form TBS/SCT 330-60;

1. 1. 1. 9. Preparatory Guide for the Regular Member Selection Interview; and

1. 1. 1. 10. Fingerprints, Form C216-C, which is optional.

1. 2. Recruiting NCO/Delegate

1. 2. 1. Forward the Selection Package to each applicant selected from the initial ranked list.

NOTE: The Selection Package is also available on the RCMP Internet website.

1. 2. 2. Request the applicant to provide photocopies of the following documents:

1. 2. 2. 1. a Canadian secondary school diploma or equivalency (see sec. 2.);

1. 2. 2. 2. a valid unrestricted Canadian driver's licence; and

1. 2. 2. 3. a birth certificate or a Canadian passport or in the case of a naturalized citizen, a Canadian citizenship card.

1. 2. 3. Inform the applicant that he/she may be eligible for travel expenses for certain requirements during the selection process. See ch. 23.General, sec. 7.

1. 2. 4. Give the applicant a one-month diary date to complete and return all forms and documents. In certain circumstances and for legitimate reasons you may extend the diary date, and continue the selection process.

1. 2. 4. 1. If you do not receive the required documents, without a valid reason, close the applicant's file.

2. Educational Requirements

2. 1. For educational requirements obtained in Canada:

2. 1. 1. A person is required to produce a certified Canadian high school or secondary school diploma issued by one of the following Ministries of Education for the provincial governments of British Columbia, Alberta, Saskatchewan, Manitoba,Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador, Yukon, Northwest Territories, and Nunavut.

2. 1. 2. If a person is unable to produce a high school or secondary school diploma, a completed university degree or a minimum high school diploma equivalency will be accepted if issued by a Canadian university recognized by one of the Ministries of Education for the provincial governments outlined in sec. 2.1.1.

2. 2. For educational requirements obtained outside of Canada, a person is required to obtain an equivalency assessment at his/her cost. For information regarding an equivalency assessment, refer the person to the Government of Canada website.

3. Vision Examination

3. 1. General

3. 1. 1. The applicant must undergo a vision examination and have his/her optometrist/ophthalmologist complete Form 2180.

NOTE: The vision test results are valid for two years.

3. 1. 2. The applicant is responsible for:

3. 1. 2. 1. scheduling an appointment with an optometrist or ophthalmologist; and

3. 1. 2. 2. for all expenses incurred for the vision examination.

3. 2. Recruiting NCO/Delegate

3. 2. 1. When information provided by the optometrist or ophthalmologist indicates that an applicant does not meet the visual acuity and the condition is correctable subject to a medical procedure, consult the Health Services Officer (HSO) for his/her recommendation.

3. 2. 2. If supported by the HSO, notify the applicant in writing that:

3. 2. 2. 1. the application process is suspended until the problem is corrected, up to a maximum of 12 months from the date of notification on Form 2180 (see also sec. 3.2.3.);

3. 2. 2. 2. correction of the condition does not guarantee selection or enrollment in the Cadet Training Program (CTP), and that any treatment is a personal decision and not at public expense; and

3. 2. 2. 3. his/her application process will only resume when confirmed by the HSO that RCMP vision standards have been met.

3. 2. 3. You can permit an applicant requiring corneal laser eye surgery to defer corrective surgery until the health assessment stage of the selection process.

3. 2. 3. 1. Tell the applicant that he/she remains responsible for all costs associated with his/her laser eye surgery.

3. 2. 3. 2. One month after the corneal laser eye surgery, tell the applicant that he/she must have the eye surgeon who performed the surgery, complete a new vision examination Form 2180 confirming complete healing and the absence of complications.

3. 2. 4. The HSO will determine whether RCMP vision standards have been met, and will notify you, in writing, of the results.

NOTE: This does not preclude an applicant from electing to undergo laser eye surgery at his/her cost before the health assessment.

3. 2. 5. When the information provided on Form 2180 by the optometrist or ophthalmologist indicates that an applicant does not meet RCMP vision standards and the condition is not

correctable, inform the applicant, in writing, that his/her application is terminated and close the file.

4. Physical Abilities Requirement Evaluation

4. 1. General

4. 1. 1. The Physical Abilities Requirement Evaluation (PARE) is a job-related physical ability test which is designed to simulate a critical incident where a police officer chases, controls and apprehends a suspect.

4. 1. 2. The applicant is required to obtain PARE certification indicating a result of 4 minutes 45 seconds or less before the RM Selection Interview (RMSI), and is valid for six months. In certain circumstances in order to expedite the selection process, an applicant can continue in the process, and provide PARE certificate before enrollment.

4. 1. 2. 1. The PARE must be re-certified every six months throughout the applicant process.

4. 1. 3. No applicant will be enrolled in the CTP without a valid PARE certificate.

4. 1. 4. It is the applicant's responsibility to maintain PARE certification throughout the selection process. Non-compliance without a valid reason, e.g. injury, illness, will result in an unsuitability rejection.

4. 1. 5. Learning and Development is responsible for PARE testing and certification. Tests are conducted at certified test sites nationally under contract with the National Recruiting Processing Centre, or by the Division Fitness and Lifestyle Advisor (DFLA).

4. 1. 6. The RCMP will absorb the costs for mandatory PARE testing that the applicant successfully completes.

4. 1. 7. The Recruiting NCO/delegate will:

4. 1. 7. 1. Inform each applicant of the PARE testing and scheduling procedures in his/her region.

4. 1. 7. 2. Refer any questions, concerns, complaints, or recommendations regarding the administration of PARE to National Headquarters, ATTN: National Recruiting Program.

4. 2. Testing

4. 2. 1. For the initial PARE test, the applicant must obtain a medical clearance (Form 3986) from his/her personal physician.

4. 2. 2. The physician must complete Parts 1 and 2 of Form 3986. The physician will retain Part 1 and provide Part 2 to the applicant.

4. 2. 3. The applicant will retain the original of Part 2 and provide the DFLA/delegated tester with a copy of Part 2 at each PARE testing session.

4. 2. 4. The medical clearance is valid for 12 months. The applicant is responsible for fees incurred for this clearance, except for traveling expenses. See ch. 23. General, sec. 7.

4. 2. 5. Any medical concerns or questions raised by the applicant's personal physician must be referred to the HSO for investigation and ruling.

4. 2. 6. The applicant will be given a minimum of three

4. 2. 7. The RCMP will absorb the cost for one successful initial PARE test as outlined in sec. 4.1.2. The applicant is responsible for the cost of any additional tests.

4. 2. 7. 1. The RCMP will absorb the costs for mandatory PARE testing that the applicant successfully completes. See also sec. 4.2.8.8.

4. 2. 8. For the initial PARE test:

4. 2. 8. 1. The applicant must provide the DFLA/delegated tester with a copy of Part 2 of Form 3986, the HRMIS number provided in the selection package and one piece of photo identification, e.g. valid driver's licence, passport, provincial health card.

4. 2. 8. 2. The DFLA/delegated tester will provide the applicant with an Informed Consent for PARE (Form 3987) to be completed before the PARE test.

4. 2. 8. 3. Upon completion of the PARE test, the DFLA/delegated tester will complete the PARE Results (Form 3245).

4. 2. 8. 4. The DFLA/delegated tester will forward the completed forms to the recruiting NCO/delegate for processing and placement on the applicant's file.

4. 2. 8. 5. If successful, the DFLA/delegated tester will provide the applicant with a PARE certificate (Form 3827).

4. 2. 8. 6. If unsuccessful in obtaining PARE certification after a minimum of three separate opportunities, the recruiting NCO/delegate will inform the applicant, in writing, that his/her application file is closed.

4. 2. 8. 7. For the PARE re-certification test, i.e. every six months after the initial PARE or upon request, follow the procedures outlined in sec. 4.2.8.

4. 2. 8. 8. Notwithstanding exceptional circumstances, the applicant will be given one opportunity to retain his/her PARE certification. The RCMP will only absorb the cost for re-certification tests due to delays in the selection process.

Date Modified: 2013-05-10

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.5. Regular Member Applicant Questionnaire

Directive Amended: 2017-12-20

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. General

2. OIC NRPC/Delegate

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1. General

1. 1. Form 5096, the Regular Member Applicant Questionnaire (RMAQ), is used to assist in determining the suitability, reliability and security assessment of an RM applicant.

1. 1. 1. An applicant with peace officer experience must complete section K on Form 5096.

1. 1. 2. The RMAQ is part of the Pre-Employment Polygraph (PEP) documents.

1. 1. 2. 1. Materials must be handled, forwarded, and stored according to the protocol for Protected B information.

1. 2. An applicant may pose questions to the National Recruiting Processing Centre (NRPC) regarding the completion of the RMAQ.

1. 2. 1. An applicant may contact the NRPC to amend answers to questions on the Applicant Questionnaire, at any time before the suitability interview.

1. 3. The RMAQ must be completed again after one year, or for second and subsequent PEP interviews. See ch. 23.7., sec. 1.4.

2. OIC NRPC/Delegate

2. 1. Ensure all recruiting personnel are aware that an applicant may add, change or delete the content of his/her RMAQ before the PEP IE.

2. 2. Review the RMAQ and section K, if applicable.

2. 2. 1. Ensure that the applicant has initialed, signed and dated all applicable fields on the RMAQ.

2. 2. 2. If the application is incomplete or needs clarification, contact the applicant immediately.

2. 2. 2. 1. Only the applicant may amend his/her original RMAQ.

EXCEPTION: Front cover page.

2. 3. Amendments received from the applicant must be documented and stored with the original RMAQ.

2. 4. If an applicant admits to a serious criminal offence at the RMAQ stage and it meets the criteria for the Release of RM Applicant Information, see ch. 23.14., sec. 5., and notify the OIC NRPC.

2. 5. If the applicant admits to a serious criminal offence at the RMAQ stage and does not meet the criteria for the Release of RM Applicant Information, determine suitability;

2. 5. 1. If the applicant is deemed unsuitable, document the reasons in a Continuation Report, Form 1624;

2. 5. 1. 1. Inform the applicant in writing and close the file; and

2. 5. 1. 2. File the completed RMAQ, notes and accompanying material in the security file.

2. 6. If the applicant is deemed suitable, recommend that he/she continue in the recruiting process.

2. 7. If required, document any areas of concern on Form A5 for the Polygraph Examiner. See ch. 23.7.

References

Date Modified: 2017-12-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.7. Pre-Employment Polygraph Interview and Examination

Directive Amended: 2014-03-05

For information regarding this policy, contact National Recruiting Program.

1. General
2. PEP Interview and Examination
3. Administration of the PEP IE
4. Administering Second Polygraph
5. Supplementary Polygraph to Assess Loyalty
6. PEP Serious Criminal Admissions

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1. General

1. 1. The Pre-Employment Polygraph Interview and Examination (PEP IE) assists in verifying the truthfulness and accuracy of the applicant's information as provided on his/her employment application forms, questionnaires, and interviews.

1. 2. The PEP IE is administered by the Truth Verification Section (TVS), Behavioural Sciences, Technical Operations Branch.

1. 2. 1. The PEP IE is audio and video recorded on electronic media as determined by the TVS.

1. 3. Upon completion of the PEP IE, the Recruiting Unit reviews the applicant's file to determine his/her suitability for employment as a regular member of the RCMP. See ch. 23.10.

NOTE: The decision is not based on the readings of the polygraph instrument. See ch. 23.10.

1. 4. The PEP IE is valid for 18 months.

EXCEPTION: Where the cause of the delay is due to RCMP administrative challenges, a candidate who has been in a single, un-interrupted process may be exempted from re-submitting the RMAQ, for up to 24 months. Extension of RMAQ validity to 24 months requires the following: updating and/or confirmation of accuracy for all information recorded in the Selection Package forms and clearances (see ch. 23.4.); a telephone or in-person review of the applicant's responses to all RMAQ questions (see ch. 23.5.). Support of the corresponding Personnel Security section.

2. PEP Interview and Examination

2. 1. The PEP IE consists of the following three phases:

2. 1. 1. Pre-examination interview (Pre-Test)

2. 1. 2. Polygraph examination (In-Test)

2. 1. 3. Post-examination interview (Post-Test)

2. 2. The Pre-Test consists of the Polygraph Examiner reviewing with the applicant, his/her answers contained in the Regular Member Applicant Questionnaire (RMAQ) and completing the PEP IE Questionnaire - Examiners' Booklet, Form 5119.

2. 3. The In-Test consists of the Polygraph Examiner asking the applicant questions related to the RMAQ while the applicant is monitored by the polygraph instrument.

2. 4. The Post-Test consists of the Polygraph Examiner's review of the PEP IE with the applicant.

2. 5. If an applicant makes a serious criminal admission, the PEP IE must be stopped immediately.

2. 5. 1. The information will be forwarded immediately to the Recruiting Unit member for review. See sec. 3.2.2.

2. 6. The Polygraph Examiner will:

2. 6. 1. complete a report outlining the PEP IE findings on the PEP Examiner's Report, Form 5115, detailing any further disclosures and areas of concern including:

2. 6. 1. 1. the relevant area/section of the RMAQ relating to the disclosure;

2. 6. 1. 2. verbatim excerpts of the applicant's new admission/disclosure; and

2. 6. 1. 3. time stamp of all new noted disclosures.

2. 6. 2. make a copy of the PEP interview DVD and retain it with the PEP documents;

2. 6. 2. 1. Ensure 2 identical sets of DVDs are created and numbered 1 and 2;

2. 6. 2. 2. If a complete digital copy of the entire PEP recording requires more than one DVD:

2. 6. 2. 2. 1. number the first set of copies "1a" and "1b" respectively, and chronologically; and

2. 6. 2. 2. 2. label the second set of DVDs "2a" and "2b" respectively;

2. 6. 2. 3. Place each individual DVD in protective cases or sleeves made of appropriate material to ensure no minor damage or loss of data integrity.

NOTE: A copy of the DVD will be used for quality review purposes. See OM ch. 24.3., sec. 6.

2. 6. 3. return all the PEP IE material in a sealed envelope marked Protected "B", to the NCO IC Recruiting for review, assessment, and filing;

2. 6. 4. not make any decisions about the continuation or termination of the selection process of any applicant; and

2. 6. 5. not inform the applicant of the results of the PEP IE.

3. Administration of the PEP IE

3. 1. Before the administration of the PEP IE, the NCO IC, Recruiting/delegate will:

3. 1. 1. ensure that an RM, other than the Polygraph Examiner, is available during the PEP IE in case an applicant makes a serious criminal disclosure;

3. 1. 2. provide the RM's contact information to the Polygraph Examiner; and

3. 1. 3. provide the Polygraph Examiner with:

3. 1. 3. 1. the completed RMAQ, Form 5096 and, if applicable, Supplement for Peace Officer Experience - Form 5096-1.

3. 1. 3. 2. a copy of the applicant's Security Clearance form, TBS/SCT 330-60.

3. 1. 3. 3. an A-5, (if applicable) identifying any areas that require further validation during the PEP IE.

3. 2. After the administration of the PEP IE, the NCO IC, Recruiting/delegate will:

3. 2. 1. review the PEP Examiner's reports.

3. 2. 1. 1. If the reports include further disclosures which suggest the applicant may not be suitable, or if any discrepancies are identified, review the PEP DVD.

3. 2. 2. If serious criminal admissions are made by the applicant, see sec. 6.

3. 3. If the Polygraph Examiner reports the PEP IE to be incomplete, you may schedule a second polygraph, with the approval of the Centralized Recruiting Officer/Delegate.

3. 4. If the Polygraph Examiner recommends a second polygraph after the completed PEP IE for any reason, assess the PEP IE material to determine if a second polygraph is required.

3. 4. 1. If a second polygraph is not deemed necessary, document the rationale and RRO/Delegate support, and continue to review the file for suitability. See sec. 3.5.

3. 4. 2. If a second polygraph is deemed appropriate, schedule a second polygraph with the approval of the Centralized Recruiting Officer/Delegate. See sec. 4.

3. 5. Determine the applicant's ongoing suitability based on a review of the entire file.

3. 5. 1. Document the reasons for recommendation or non-recommendation to proceed further in the process.

3. 5. 2. Place copies of this document in both the applicant file and the security file.

3. 6. if the applicant is deemed suitable to proceed, schedule the:

3. 6. 1. field investigation; if required, include areas of focus for the field investigator in an A-5; see ch. 23.8.

3. 6. 2. medical, psychological and dental examinations. See ch. 23.9.

3. 7. If the applicant is deemed unsuitable, inform the applicant, in writing, that his/her application is discontinued and the file is closed. See ch. 23.10.

3. 8. Ensure all PEP forms, reports, audio and video recordings, charts, and all working papers are placed in the security file.

4. Administering Second Polygraph

4. 1. NCO IC Recruiting/delegate

4. 1. 1. Advise the Polygraph Examiner that the applicant has previously undergone a PEP IE with the RCMP.

EXCEPTION: The OIC, National Recruiting Program and the OIC, Truth Verification Section identified special circumstances relevant to the second or subsequent PEP IE.

4. 1. 2. Provide the Polygraph Examiner with background information relevant to the first PEP IE, including all PEP material, and any new documentation relevant to the second PEP process. See sec. 3.1.3.

4. 1. 3. Do not give the PEP examiner access to the applicant's file.

5. Supplementary Polygraph to Assess Loyalty

5. 1. General

5. 1. 1. The Supplementary Polygraph to Assess Loyalty (SPAL) is **not** part of the PEP process and is offered on a voluntary basis only as an alternative means for expediting the recruiting process.

5. 1. 1. 1. It allows the Departmental Security Officer (DSO) to make decisions regarding security clearances. See SM ch. 1.11.

5. 1. 1. 2. Only the DSO/delegate will decide whether or not a SPAL is an option.

5. 1. 1. 3. If the SPAL is approved as an option, the Recruiting NCO/delegate will be notified by the corresponding Personnel Security Unit (PSU) to contact the applicant to offer the SPAL.

5. 2. NCO IC Recruiting/delegate

5. 2. 1. When the DSO/delegate requests it, offer the SPAL to the applicant:

5. 2. 1. 1. advise DSB of the applicant's response.

5. 2. 2. If the applicant declines, continue the recruiting process until out-of-country checks are completed.

5. 2. 3. If the applicant consents, contact the OIC, Truth Verification Section/Delegate to schedule the SPAL.

5. 2. 4. After the SPAL:

5. 2. 4. 1. if security clearance is granted, continue the recruiting process; or

5. 2. 4. 2. if the security clearance is denied, inform the applicant in writing that his/her application is discontinued and the file is closed.

6. PEP Serious Criminal Admissions

6. 1. For information, contact National Recruiting Program.

References

Date Modified: 2014-03-05

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 23.8. Field Investigation and Security Clearance

Directive Amended: 2014-02-26

For information regarding this policy, contact National Recruiting Program.

1. General

2. Recruiting NCO/Delegate

3. Field Investigator

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1. General

1. 1. The field investigation is an essential component of the overall RM selection process. The investigation includes, but is not limited to, the applicant's character, reputation, loyalty, associates, employment, and education.

1. 1. 1. The investigation assesses an applicant's overall suitability for employment, and provides the information required to determine the applicant's reliability and loyalty.

1. 2. The results of the investigation will assist in determining if the top secret security clearance RM applicant can be issued in accordance with the *Policy on Government Security*.

2. Recruiting NCO/Delegate

2. 1. Forward the following applicant documents to your field investigator to conduct an applicant field investigation:

2. 1. 1. Suitability Screening, Form 1980;

2. 1. 2. Friends and Associates Suitability Screening (Applicant), Form 3165;

2. 1. 3. Personnel Screening, Consent and Authorization, Form TBS/SCT 330-23; and

2. 1. 4. Security Clearance, Form TBS/SCT 330-60.

2. 2. If applicable, forward a Form A5 to the field investigator requesting that additional queries be conducted. See ch. 23.6., sec. 2.7. and ch. 23.7.

2. 3. Assign a 30-day diary date to each field investigation.

2. 4. Review the results of the field investigation to confirm that information is consistent with the Regular Member Selection Interview (RMSI), the Regular Member Applicant Questionnaire (RMAQ) and the Pre-Employment Polygraph Interview and Examination (PEP IE).

2. 5. Discuss any inconsistencies found with the applicant. Do not amend the original RMSI or change the original RMSI score. Document your review and place it on the applicant's file.

2. 6. If you recommend the applicant for further processing, document the applicant's suitability and forward the field investigation, and all PEP material, to your Personnel Security Unit (PSU) counterpart, who will open a security file, review the results of the field investigation, and if approved, issue the applicant a top secret security clearance on Form TBS/SCT 330-47.

2. 7. If you do not recommend the applicant for further processing, inform the applicant, in writing, that his/her application is discontinued, and close the file. Forward the contents of the field investigation and all PEP material to your regional departmental security section, who will open a security file to retain the material for five years.

NOTE: The applicant must receive his/her top secret security clearance before he/she signs the Cadet Training Agreement (Form 3438) and enrolls in the Cadet Training Program.

3. Field Investigator

3. 1. Ensure that you conduct a field investigation as outlined in SM Part 1 and supported by the *RM Applicant Field Investigation Guide*. See also ch. 23.10.

3. 2. You cannot review or have access to the following applicant documents:

3. 2. 1. the Regular Member Applicant Questionnaire Pre-Employment Suitability, Reliability and Security Polygraph Interview and Examination (Form 5096);

3. 2. 2. the Examiner's Booklet - Regular Member Pre-Employment Polygraph Interview and Examination Questionnaire (Form 5119);

3. 2. 3. the Examiner's Report (Form 5115);

3. 2. 4. the Regular Member Selection Interview (RMSI) - Rating Booklet (Form 3638).

3. 3. In addition to regular enquiries, ensure that all investigative requests have been completed and included in your report.

References

Date Modified: 2014-02-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. 23.9. Applicant Medical Profile

Directive Amended: 2018-01-18

For information regarding this policy, contact National Recruiting Program (NRP) at [redacted]

1. General

2. OIC National Recruiting Processing Centre/Delegate

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1. General

1. 1. The applicant Medical Profile, Form 2158 consists of a health assessment and psychological examinations.

1. 2. The results are valid for six months from the signature date on Form 2158.

1. 2. 1. If required, Request for the extension of an RCMP Applicant PHA, Form 5472 may be used to extend the applicant's medical profile from 6 to 12 months.

1. 3. The health assessment and psychological examination will be conducted by the Health Services Officer or an RCMP-designated physician at public expense.

1. 4. The applicant must meet the minimum medical profile standard for the RCMP's Regular Member entry level (i.e., RM Cst).

1. 5. An applicant who previously failed to meet the RCMP's medical requirements will only be able to re-apply upon the recommendation of the Health Services Officer.

2. OIC National Recruiting Processing Centre/Delegate

2. 1. Inform each applicant of the procedures and scheduling for the health and psychological assessments in your region. Forms include:

2. 1. 1. Medical History Statement, Form 2252; and

2. 1. 2. Health Assessment, Form 3380.

2. 2. Ensure the designated physician returns all forms to the Health Services Officer.

2. 3. When you receive Form 2158 from the Health Services Officer informing you that an applicant does not meet the medical standards and the condition is not correctable, inform the applicant in writing, with a copy to the Health Services Officer, that:

2. 3. 1. his/her application has been discontinued for medical reasons and the file is closed; and,

2. 3. 2. further information will be provided from the Health Services Officer, upon request.

2. 4. The Health Services Officer will send a letter to the ex-applicant explaining the medical reasons why his/her application has been discontinued and the file closed.

2. 4. 1. The Health Services Officer will inform the OIC NRPC that a letter has been forwarded to the ex-applicant.

2. 5. When you receive Form 2158 from the Health Services Officer informing you that an applicant does not meet the medical standards and the condition is correctable, inform the applicant in writing that:

2. 5. 1. his/her application process is suspended until the problem is corrected, up to a maximum of 12 months from the date of notification on Form 2158;

2. 5. 2. correction of the condition does not guarantee selection/enrollment in the Cadet Training Program (CTP) and that any treatment is a personal decision and not at public expense; and,

2. 5. 3. the application process will not be resumed until the Health Services Officer confirms that medical standards have been met.

2. 6. If required, the applicant's medical profile, Form 2158 may be extended from 6 to 12 months from the initial examination date. Follow instructions provided on Form 5472.

2. 7. Before accepting a new application from an applicant who was previously rejected on any medical grounds:

2. 7. 1. schedule health and psychological assessments;

2. 7. 2. wait for the Health Services Officer to send you Form 2158; and,

2. 7. 3. if less than 12 months have lapsed since the last medical rejection, you may reactivate the previous file and continue with the application process.

References

Date Modified: 2018-01-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 25.1. Human Resource Management Information System

New Chapter: 2009-04-24

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

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1. For HRMIS roles and responsibilities, see ch. 23.1.

NOTE: Create CM applications within HRMIS in a timely fashion.

2. Recruiting personnel will use the CM Recruiting Process Guidelines to manage the recruiting process.

3. After an applicant has completed Forms 3500 and 3501, and undergone an initial assessment and/or exam, an applicant file will be opened in HRMIS.

References

Date Modified: 2009-04-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. 25.2. Job Opportunity Bulletin and Advertisement

New Chapter: 2009-04-24

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

App. 25-2-1 JOB/Advertisement Template

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1. A job opportunity bulletin (JOB) or advertisement provides notice of a vacant position or anticipated vacancy, and invites applicants to submit an application for consideration.

2. Before posting the JOB or advertisement, the Hiring Manager/delegate, in consultation with the Career Development and Resourcing Advisor (CDRA), will:

2. 1. submit Form 2285;

2. 2. develop or verify a classified job description;

2. 3. analyze the essential job qualifications and/or competencies; and

2. 4. develop a screening guide, evaluation tools and assessment methods, e.g. resumé scoring tool, structured interview questions.

3. Advertisements of external recruitment employment opportunities will be posted on the RCMP national recruiting website using the recruiting template. See App. 25-2-1.

3. 1. Each bulletin or advertisement must provide:

3. 1. 1. sufficient information regarding the criteria to be used in the screening of persons in the area of selection;

3. 1. 2. any other information necessary for persons in the area of selection to apply;

3. 1. 3. the basic qualifications and essential job requirements, including official language proficiency, that must be met;

3. 1. 4. any special or operational requirements or desired qualifications that may be used when making an appointment; and

3. 1. 5. a reasonable time frame for persons in the area of selection to apply.

3. 2. For a position advertised on the RCMP national recruiting website, the CDRA, in consultation with the local Public Service staffing officer, will develop advertisement requirements, screening factors and related tools.

3. 3. The Competency Profiles will not be used in the external advertisement. Competencies required for the work, identified from the job description, will be assessed later in the selection process.

4. The simultaneous posting of the JOB or advertisement as a promotional opportunity and for recruitment is permitted. Lateral or promotional applicants will undergo assessment and processing before external applicants will be considered.

5. A position will first be advertised in the region where the position exists, except for a centralized position. If no qualified applicant is identified, the position may be advertised on a national basis.

5. 1. For a centralized position as outlined in CMM ch. 3., the position will be advertised on a national basis.

6. To increase the visibility of a JOB or advertisement, newspapers, special interest magazines, professional association recruitment advertising services, e.g. Human Resources Professional Association, Registered Public Accountants Association, or other recognized media may be used to reach a larger number of potential applicants. When other media are used, see ch. II.6.

References

Date Modified: 2009-04-24

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - App. 25-2-1 - JOB/Advertisement Template

Back to chapter

New Chapter: 2009-04-24

The advertisement of a job opportunity posted on the Public Service Commission website, and the RCMP national recruiting website, will normally include the following information:

1. Position Title:

1. 1. Show the position title taken from the job code.

2. Department Name:

2. 1. Clearly indicate directorate, branch and section.

2. 2. Include the following: Royal Canadian Mounted Police (Civilian Member)

3. Location:

3. 1. Indicate the location by the city and province.

4. Classification:

4. 1. Show the rank and level followed by the HRMIS position number in parentheses.

5. Salary Range:

5. 1. Clearly indicate salary ranges as outlined in App. II-4-3.

6. Duration of Publication:

6. 1. Show the calendar dates for posting, e.g. 2009-01-01 to 2009-01-14.

7. Staffing Action Number:

7. 1. Show the Staffing Action Number.

8. Employment Tenure:

8. 1. Clearly demonstrate permanent Civilian Member position.

9. Number of Vacancies:

9. 1. Show number of vacancies and position numbers.

10. Area of Selection:

10. 1. For the section "Who can apply?," indicate National or Regional.

11. Citizenship: Canadian

12. Language Proficiency:

12. 1. Clearly demonstrate priority I, IS or II.

13. Education:

14. Experience:

15. Other Merit Criteria and Conditions of Employment:

15. 1. E.g. RCMP special requirements, security clearance requirement, operational requirements, willing and able to travel for work.

16. Primary Contact Name/Address/E-mail Address:

NOTE: Ensure to provide the JOB/advertisement in English and French.

Back to chapter

Date Modified: 2009-04-24

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 25.3. Application

New chapter: 2009-04-24

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. General

2. Screening

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1. General

1. 1. Personal information submitted by an applicant will be collected, stored, retained and destroyed according to the *Privacy Act*. See IM IV.1.

1. 1. 1. Personal information collected to support an application will be retained according to IM IV.1.H.1.

1. 2. An applicant must submit a resumé for a position for which he/she meets the basic qualifications, essential job requirements and/or has the requisite experience as identified in the job opportunity bulletin (JOB) or advertisement.

1. 2. 1. A copy of the solicited resumé will be stored, retained and destroyed as outlined in ch. 25. General 3.6.

1. 3. An applicant may respond to an advertised position on-line, by e-mail, fax or mail within the time period specified and using the method requested on the JOB or advertisement.

2. Screening

2. 1. After the closing date of the JOB or advertisement, the Career Development and Resourcing Advisor (CDRA) will evaluate only those resumés considered for further processing using Form 3841.

2. 2. When the number of applicants who meet the basic qualifications of the JOB or advertisement significantly exceeds the number of classified vacant positions to be staffed,

the CDRA, in consultation with the Hiring Manager, may rank applicants in order to invite a sufficient number of applicants to continue in the selection process.

2. 2. 1. The CDRA will rank applicants based on the resumé scores. For the applicant to continue in the selection process, RCMP special or operational requirements and employment equity objectives may be assessed and taken into consideration.

2. 3. The CDRA will notify applicants who have successfully met the basic qualifications and essential job requirements. For these applicants to continue in the selection process, the CDRA will provide them with the assessment details and schedule, and forms 3500 and 3501.

References

Date Modified: 2009-04-24

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 25.4. Assessment

Directive Amended: 2012-02-16

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. General
2. Request for Accommodation
3. Examinations
4. Structured Interview
5. Reference Checks
6. Suitability/Security Interview
7. Medical Examination
8. Second Language Evaluation

1. General

1. 1. An applicant must provide proof of citizenship, e.g. birth certificate, to participate in the first step of the assessment process.

1. 2. An applicant will be asked to provide original documentation and a photocopy of relevant qualifications, degrees, diplomas and/or designations or accreditations from a recognized institution, in any step of the selection process.

1. 2. 1. The Career Development and Resourcing Advisor (CDRA) will certify the photocopy of each original document for the applicant file and will return the original to the applicant.

1. 2. 2. For education outside of Canada, a Canadian equivalency assessment at the applicant's cost is required.

1. 2. 2. 1. Refer the applicant to the Government of Canada website, for information on the equivalency assessment.

1. 3. An applicant will be provided with Form 3501 and permitted to voluntarily self-identify in any of the designated groups. See II.2.E.

1. 3. 1. If the veracity of the self-identification of an applicant is in question, see II.2.

1. 4. In regions or divisions that are designated bilingual, the CDRA will consult with the applicant to determine the preferred official language for any assessments.

1. 5. The CDRA/Hiring Manager/subject matter expert must acknowledge that failure to protect assessment materials or the disclosure of assessment materials will lead to disciplinary and/or legal action.

1. 6. Assessments administered to evaluate applicants must use criteria that avoid systemic discrimination against members of one of the designated groups.

1. 7. Where possible, and if requested, an applicant may be provided with his/her pass/fail results of the assessments used in the recruiting and selection process.

1. 8. For a centralized position, the assessments will be coordinated by National Headquarters, Career Development and Resourcing Services. See CMM ch. 3.C.1.e.

NOTE: If an applicant is located outside the NCR, division Recruiting/Staffing and Personnel may be required to provide assistance to National Headquarters, Career Development and Resourcing Services, in the recruiting, application and selection process.

2. Request for Accommodation

2. 1. If an applicant claims to have a medical disability and requests accommodation for any part of the selection process, the CDRA will request that the applicant provide valid medical documentation from a qualified health practitioner, issued within the past five years.

2. 1. 1. The medical documentation must specify the limitations of the disability and the recommended accommodation to address the limitations.

NOTE: Determination regarding the need for accommodation is not a determination of suitability. Whether the condition giving rise to the need for accommodation affects an applicant's suitability is a matter that may require further evaluation later in the selection process.

2. 2. The CDRA will forward the medical documentation as Protected-B to National and/or Regional Health Services Dir., Health Services Officer (HSO) to verify the medical documentation provided by the applicant.

2. 3. If the request is supported, the National and/or Regional Health Services Dir., in consultation with the CDRA/delegate, will determine what accommodation, if any, may be provided to the applicant. Assessment and Research, HR Sector may be consulted on an as-needed or case-by-case basis for additional guidance regarding assessment accommodation.

2. 4. If the request is rejected, the National and/or Regional Health Services Dir. HSO will provide full rationale and will forward correspondence to the CDRA. The CDRA will advise the applicant, in writing, of the decision and reasons why he/she cannot be accommodated.

2. 5. A request for accommodation is not limited to a medical disability but could be related to any of the other 11 prohibited grounds listed in the *Canadian Human Rights Act* and which are outlined in II.2.

2. 6. When the request for accommodation is unrelated to a medical disability, the CDRA will consult the applicant to identify options on a case-by-case basis. If necessary, the Career Development and Resourcing Officer may review the final decision regarding the options selected for accommodation.

2. 7. If an applicant with a disability has completed any exams or part of the selection process without requesting accommodation, and subsequently makes a claim of a disability, follow the procedures outlined in sec. 2.1.

2. 8. A minimum of six months must have elapsed before an applicant who has undergone an exam or assessment, and subsequently makes a claim of a disability and request for accommodation, can rewrite the same exam or undergo the same assessment for a position.

3. Examinations

3. 1. An examination, or exam, means an instrument that assesses the applicant's knowledge, skills and/or abilities in relation to the essential job requirements of a position, and is an indicator of a probable match between an applicant and these job requirements, e.g. paper-pencil tests, manual-dexterity test, psychological tests, performance exam where the applicant does sample work in a controlled situation.

3. 2. The Hiring Manager/delegate, in consultation with the CDRA, will develop exams or assessment tools to evaluate an applicant's knowledge, skills, abilities and/or competencies for a given position.

3. 3. An applicant is not allowed to consult outside material during the written exam or assessment unless the material was provided by the exam proctor.

3. 4. Exams will be administered and corrected in the same way for all applicants using a predetermined marking scheme and minimum passing score.

3. 5. If an applicant fails to pass or meet the minimum score of a written exam or other assessment, the CDRA will notify the applicant in writing.

3. 6. An eligibility pool, effective for 12 months, may be created for a job code after applicants have completed the exam.

> NOTE: Applicants drawn from the eligibility pool after the initial JOB or advertisement must undergo further assessment before engagement, e.g. structured interview, suitability/security interview, second language evaluation (SLE).

3. 6. 1. An applicant may be drawn from an established eligibility pool to fill temporary or short-term staffing needs subject to further assessment, e.g. structured interview, suitability/security interview, medical exam, SLE. See II.31.

4. Structured Interview

4. 1. A structured interview means an interview characterized by specific, job-related questions which are asked of all applicants and which have pre-established performance level descriptors.

4. 2. A structured interview will be conducted to assess the applicant's knowledge, skills, abilities, and/or organizational/functional competencies as they relate to the job requirements of the position. See the CM Recruiting Process Guidelines.

4. 3. The structured interview board (SIB) will include the Hiring Manager/delegate, a CDRA, and when necessary, a subject matter expert (SME).

4. 4. A structured interview may be conducted in person, by telephone or video conference, depending on the location of the applicant to be interviewed.

4. 5. An applicant who is invited to a structured interview will be provided with the job description for the position upon request.

4. 6. An applicant is not allowed to consult any outside material during the structured interview unless provided by the SIB.

4. 7. To ensure that applicants are evaluated in a fair and consistent manner, the structured interview will have a specific format and be comprised of questions that are asked of all applicants.

4. 8. Structured interview questions will not be discriminatory unless they relate to the performance of a bona fide occupational requirement as specified in the approved job description. See II.37.1.

4. 9. The SIB will evaluate and record the applicant's responses to each interview question using Form 3842. The responses will be evaluated against the suggested behavioural indicators.

4. 10. The applicant must meet the minimum competency proficiency levels to pass the structured interview to continue in the selection process.

4. 11. Upon completion of the structured interviews, the SIB members will complete Form 3847 and forward it to the Line Officer for final recommendation.

4. 12. An applicant will be notified in writing whether he/she passed or failed the structured interview.

4. 13. The development and use of eligibility pools will be permitted and encouraged for the anticipated vacancy of similar positions.

4. 13. 1. The eligibility pool from each competition will be retained for a maximum of 12 months from the date the pool was first established.

4. 13. 2. An applicant may be drawn from an established eligibility pool to fill temporary or short-term staffing needs. See II.31.

5. Reference Checks

5. 1. A reference check means the evaluation of an applicant's past work performance and job-relevant behaviours provided by a past employer or other.

5. 2. Reference checks will be conducted on successful applicants and/or pre-qualified applicants drawn from an eligibility pool before advancing to the suitability/security interview and before an offer of employment is extended.

5. 3. The Hiring Manager/delegate, in consultation with the CDRA, will develop employment reference questions.

5. 4. The applicant will be consulted to determine whether interviewing the present employer jeopardizes his/her current employment.

5. 5. The CDRA/Hiring Manager will conduct a minimum of two employment reference checks provided by the applicant.

5. 5. 1. Employment information from the application, resumé and/or structured interview will be verified.

5. 5. 2. If there are discrepancies in the employment reference check, the CDRA will inform the Hiring Manager/delegate/HRO. An additional reference may be sought.

5. 6. The employment reference checks and related notes are sealed and placed in the Staffing Action file upon completion of the recruiting process.

5. 7. Information shared in confidence from a reference must not be disclosed and the identity of a source must not be revealed.

6. Suitability/Security Interview

6. 1. A suitability/security interview means an interview which assesses an applicant's overall suitability for employment, and provides the information required to determine the applicant's reliability and loyalty.

6. 1. 1. The suitability/security interview is an essential component of the overall CM recruiting process. The interview includes, but is not limited to, questions relating to the applicant's character, reputation, loyalty, reliability, associates, employment and education.

6. 2. Upon successful completion of any assessment, and before engagement as a CM, the applicant will complete Form 1020, undergo a suitability/security interview and a field investigation conducted by the Departmental Security Br.

6. 3. The results of the interview will assist in determining if an enhanced reliability or the predetermined security clearance for the position to which the CM applicant has applied, can be issued in accordance with Government Security Policy.

6. 3. 1. A CM applicant will not be engaged without first receiving an RCMP Reliability Status or a security clearance at the level of his/her position.

6. 4. The CDRA will ask the applicant to provide an original and a copy of his/her birth certificate, two passport-style photographs and to complete Forms 1897, 1980, 3165, TBS/SCT 330-23 and TBS/SCT 330-60.

6. 4. 1. The CDRA will certify the copy of the birth certificate and return the original to the applicant.

6. 4. 2. The CDRA will review documents to ensure completeness, and forward all documents and other pertinent information to the Departmental Security Br. office, i.e. for National Headquarters, the NCO IC Personnel Security, and in the regions, the NCO IC Regional Departmental Security, for further field investigation.

6. 5. If the applicant is a current or former member of the Canadian Armed Forces, Militia, Reserves or Cadets, the applicant may be asked to provide his/her service records, e.g. disciplinary measures, charges, evaluations.

6. 6. If an applicant wishes to challenge a status or clearance decision, he/she may:

6. 6. 1. for an RCMP Reliability Status, make a complaint to the Canadian Human Rights Commission, the Public Service Commission's Investigations Directorate, or the Federal Court, Trial Division; or

6. 6. 2. for a CM security clearance, make a complaint to the Canadian Human Rights Commission, the Federal Court or the Security Intelligence Review Committee.

7. Medical Examination

7. 1. Medical profiles are used to assess the suitability of an applicant for engagement, obtain a baseline for future reference, and to ensure the safe performance of duties.

7. 2. A CM applicant must meet the minimum medical profile standard for the occupation and/or position for which he/she is being processed.

7. 3. The CDRA/delegate will review the medical profile of the job code that is entered in HRMIS or contact his/her HSO to determine the requirement for an applicant to undergo a medical examination. See bulletin AM-2132.

7. 4. When a pre-engagement medical assessment is required, the CDRA/delegate will ensure the appropriate forms are completed and forwarded to the regional HSO for review. The HSO will notify the CDRA if the applicant meets the minimum medical profile of the position and provide the final recommendation about his/her medical suitability for employment.

7. 5. The RCMP will not be responsible for associated costs for the medical examination of applicants.

7. 5. 1. Travel expense claims to and from the medical examination will be permitted as outlined in sec. 75, *Royal Canadian Mounted Police Regulations, 1988*.

8. Second Language Evaluation

8. 1. Civilian member positions are subject to the Official Languages directives, see II.6.

8. 2. Applicants will be required to undergo an SLE where the position requires a second language proficiency.

8. 3. The division Career Development and Resourcing Services Personnel Officer/delegate will coordinate the SLE arrangements with the Official Languages Coordinator for the Public Service Commission second language evaluations and complete Form 2612.

8. 4. If an applicant does not obtain the required second language proficiency, the applicant will not be considered for the position.

8. 4. 1. The CDRA will ensure that the applicant has been notified of his/her results.

8. 5. The costs of administering the SLE will be paid for by the RCMP Official Languages Directorate.

References

Date Modified: 2012-02-16

AM - ch. 25.5. Engagement

Directive Amended: 2009-06-17

For information regarding this policy, contact National Recruiting Program, National Staffing and Recruiting Services.

1. Policy
2. Definitions
3. General
4. Text

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1. General

1. 1. An applicant must be struck off strength or have resigned from employment with another police agency or federal department.

EXCEPTIONS:

1. A member of the Canadian Forces on termination leave.

2. A Canadian Forces reservist appointed to the Reserve Pool.

1. 2. Before engagement:

1. 2. 1. the Hiring Manager/delegate and CDRA will complete and sign Form 5482; and

1. 2. 2. the applicant must sign form TBS/SCT 330-47.

1. 3. At the time of engagement:

1. 3. 1. the applicant must swear an oath or make an affirmation before a commissioned officer, or another person having authority to administer oaths or receive affidavits, and must sign Form A114B;

1. 3. 2. the HRO/delegate will complete Form 1800 and ensure that the newly-engaged CM completes the following:

1. 3. 2. 1. the application or waiver forms for life and accident insurance for members/dependants and the elective service screening package, according to the *Royal Canadian Mounted Police Superannuation Act*; and

1. 3. 2. 2. other agency forms, e.g. TD-1E and Public Service Health Care Plan.

1. 4. After engagement, the CDRA will complete Form 2875, ensuring that it includes the following:

1. 4. 1. full legal name, i.e. last name, given 1, given 2;

1. 4. 2. gender;

1. 4. 3. date of birth;

1. 4. 4. social insurance number;

1. 4. 5. CM and regimental numbers, if applicable;

1. 4. 6. date and place of engagement;

1. 4. 7. HRMIS departmental ID and position number, account code and position number reporting to;

1. 4. 8. name of detachment and province;

1. 4. 9. marital status as outlined in form TD-1;

1. 4. 10. annual rate of pay;

1. 4. 11. effective engagement date;

1. 4. 12. first official language; and

1. 4. 13. education level.

1. 5. The first two years of service for all members are as a probationary member.

1. 5. 1. Previous service with the RCMP will be recognized and the probationary period will be reduced by the amount of time previously served. Service may have been as a TCE, PSE or RM.

1. 6. A newly-engaged CM may be provided with relocation assistance, based on the address listed when given the offer of employment. See FMM ch. 9.5.

1. 7. The CO/Director/delegate has the authority to approve an above-minimum rate of pay to hire a CM subject to the conditions outlined on Form 2598. See II.4.

1. 8. Prior service in the Public Service of Canada, the Canadian Armed Forces and the RCMP is recognized as pensionable service, and may count toward the accumulation of annual leave. See ch. 19.1. Consult the regional compensation and benefits specialist.

1. 8. 1. Part-time service is not pro-rated. It is the same as full-time RCMP service. See II.10.

2. Peace Officer Status

2. 1. A CM whose position requires peace officer status must be designated upon engagement. He/she must complete section C on Form 1800, and will terminate peace officer status upon changing role and/or duties.

2. 1. 1. If he/she is to start training immediately upon engagement, the peace officer designation is made only after the successful completion of training.

2. 2. A complete list of individuals with the peace officer designation will be maintained within each division.

3. Underfill Engagements

3. 1. An underfill engagement is used primarily to support workforce development or succession management and to help recruit for positions that are normally difficult to fill.

3. 2. An underfill engagement may be made following a competition in which none of the applicants meet the minimum exam or other assessment scores. The selection board has the discretion of appointing the highest scoring applicant who has, through experience or formal education, the ability to train on-the-job and within a reasonable amount of time to be able to fully discharge the duties of the position.

3. 3. An applicant engaged in an underfill capacity must meet the full requirements of the position within 12 months of appointment.

3. 3. 1. With the approval of the HRO/delegate, an underfill appointment may be extended.

3. 4. A CM engaged in an underfill capacity is engaged at a level within the same occupation and/or classification group or subgroup as the JOB or position advertised.

3. 4. 1. A position classified at the first level within an occupational group or subgroup cannot be underfilled.

3. 5. When an underfill appointment is made, the Hiring Manager/delegate will designate the appointee's supervisor or another employee as the appointee's trainer.

3. 5. 1. The supervisor will inform the HRO/delegate of the specific manner in which the appointee will acquire the knowledge, skills and/or competencies to meet the full requirements of the position within a period of up to 12 months.

3. 6. The HRO/delegate has authority to rule on engagement of, and pay level of, an underfill. For pay on appointment to underfill, see II.4.G.2.d.

3. 7. An applicant engaged in an underfill capacity may be confirmed in the position any time after having discharged the duties of the position in a satisfactory manner for six months.

3. 8. The *Royal Canadian Mounted Police Act* and *Royal Canadian Mounted Police Regulations, 1988* will apply to an individual engaged by an underfill appointment, including probationary provisions.

4. Personnel File Splitting

4. 1. All documents related to the application and selection of the new CM must be retained. See IM IV.4.

4. 2. Once the staffing action has been concluded, the CDRA will review the staffing file for completeness and quality assurance and forward the relevant employee documentation to the service or divisional files. See ch. 23.11., sec. 2.

4. 3. The CDRA will forward to Compensation Services a copy of the letter of offer and Forms 2875, TBS/SCT 325-8, if required, and 2598, if applicable.

4. 4. When the position requires a second language evaluation, the CDRA will forward to Official Languages, ATTN: SLE Coordinator, a copy of Forms 2875, 3399 and 2401.

References

Date Modified: 2009-06-17

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. 26.2. Program Evaluation

New Chapter: 2011-05-11

For information regarding this policy, contact National Program Evaluation Services at [redacted]

1. General
2. National Program Evaluation
3. Departmental Evaluation
4. Program Management
5. Financial Management

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1. General

1. 1. According to Treasury Board of Canada Secretariat (TBS) Policy on Evaluation, National Program Evaluation Services (NPES) is the responsibility of the Commissioner and the Departmental Evaluation Committee (DEC) and reports functionally to the A/Commissioner, Strategic Policy and Planning Directorate. The objective of NPES is to supply a comprehensive and reliable base of evaluation evidence used to support policy and program improvement, expenditure management, Cabinet decision-making, and public reporting.

2. National Program Evaluation

2. 1. General

2. 1. 1. The NPES conducts its work according to the Evaluation Standards established by the TBS Policy on Evaluation and the generally accepted principles of evaluation articulated by the Canadian Evaluation Society.

2. 1. 1. 1. These standards are applied in order that NPES achieves its two main objectives:

2. 1. 1. 1. 1. ensuring that credible, timely and neutral information about the ongoing relevance and performance of direct program spending is available to the Minister of Public Safety, the Commissioner, Deputy Commissioners, central agencies, Parliament and

Canadians, and that this information is used to support evidence-based decision-making on policy, expenditure management and program improvements to support government accountability for results achieved by policies and programs; and

2. 1. 1. 1. 2. embedding the discipline of evaluation into the life-cycle management of RCMP policies, programs and initiatives.

2. 1. 2. The NPES is responsible for conducting RCMP evaluations based on, but not limited to:

2. 1. 2. 1. the RCMP's rolling five-year Departmental Evaluation Plan (DEP);

2. 1. 2. 2. the TB new and renewed program funding;

2. 1. 2. 3. ministerial and parliamentary requests; and

2. 1. 2. 4. managerial requests.

2. 1. 3. In compliance with the TBS Policy on Evaluation, NPES will ensure that complete approved evaluation reports, management responses, and action plans are available to Canadians in both official languages on the RCMP's internal and external websites within a reasonable period of receiving the Commissioner's approval.

2. 1. 4. The RCMP will ensure that the sharing of reports complies with the *Access to Information Act*, the *Privacy Act*, the *Official Languages Act*, and the Policy on Government Security.

2. 2. Director

2. 2. 1. Develop the Departmental Evaluation Plan.

2. 2. 2. Ensure that expectations, deliverables, and scope changes to the evaluations are assessed before implementation to ensure a quality deliverable is achieved within acceptable parameters.

2. 2. 3. Review and provide advice on the performance measurement strategies for all new and ongoing direct program spending, including all ongoing programs of grants and contributions, to ensure that they effectively support an evaluation of relevance and performance.

2. 2. 4. Review and provide advice on the accountability and performance provisions to be included in Cabinet documents, e.g. Memoranda to Cabinet, Treasury Board submissions.

2. 2. 5. Review and provide advice on the performance measurement framework embedded in the organization's Management, Resources and Results Structure (MRRS).

2. 2. 6. Submit to the DEC an annual report on the state of performance measurement in support of evaluation in the RCMP.

3. Departmental Evaluation

3. 1. General

3. 1. 1. The Department Evaluation Committee is comprised of five (5) members: Senior Deputy Commissioner (Chair), Deputy Commissioner East, Deputy Commissioner West, Chief Financial and Administrative Officer, and one other member of SEC appointed by the Commissioner. The Director General of Strategic Planning and Policy will attend and participate but is not considered a member for the purposes of quorum. In the case of specific evaluations, the SEC member responsible for the program area under discussion will also be invited to attend.

3. 1. 2. The Committee serves as an advisory body to the Commissioner with respect to the DEP, resourcing for evaluation, and final evaluation reports. The DEC may also serve as the decision-making body on other evaluation and evaluation-related activities of the department.

3. 2. Departmental Evaluation Committee

3. 2. 1. Review the annual DEP developed by the Director, NPES to determine if the evaluation coverage is adequate and if the risk-based approach and appropriate level of effort have been applied to the individual evaluations in the plan.

3. 2. 2. If requested by the Director, review and recommend approval of key elements of an evaluation, such as terms of reference, and considers and responds to key issues related to evaluation.

3. 2. 3. Review final evaluation reports, including management responses and action plans.

3. 2. 4. Review the DEP annually and recommend the plan to the Commissioner for approval.

3. 2. 5. Ensure follow-up on management action plans are approved by the Commissioner.

3. 2. 6. Assess and authorize any evaluations requested by the RCMP Senior Management.

3. 2. 7. Review the adequacy of resources allocated to NPES and its performance-measurement activities, and recommend to the Commissioner an adequate level of resourcing consistent with the DEP.

3. 2. 8. Review the NPES's performance and recommend appropriate action to address any deficiencies.

4. Program Management

4. 1. Program Manager

4. 1. 1. Develop, implement, and monitor ongoing performance measurement strategies for programs and ensures that credible and reliable performance data are being collected to effectively support evaluation.

4. 1. 2. Develop and implement a management response and action plan for all evaluation reports in a timely and effective manner.

4. 1. 3. Consult with the Director, NPES on the performance measurement strategies for all new and ongoing direct program spending.

4. 1. 4. When required, prepare funding submissions to TB and consult with the Director, NPES, on NPES commitments and evaluation costing before forwarding the submissions for approval.

4. 1. 5. Ensure that evaluators have access to all files, records, reports, documents, facilities, sites, and equipment necessary to fulfill their responsibilities, and that all personnel cooperate with the evaluators in the conduct of evaluation work.

4. 2. Senior Manager

4. 2. 1. Contribute to the DEP in support of ensuring that the plan appropriately covers the RCMP's policies, programs and initiatives.

4. 2. 2. Assess the accuracy of the draft evaluation reports where the senior managers or their sectors were involved in the evaluation process.

4. 2. 3. Submit action plans to address the recommendations outlined in the evaluation reports.

NOTE: These action plans must be timely and will form part of the final reports submitted to the DEC for approval.

4. 2. 4. Oversee the implementation of action plans and submit periodic status reports indicating progress to the DEC.

4. 2. 5. With the assistance of NPES, prepare briefs for the Commissioner and Minister relating to the evaluation reports, as required.

5. Financial Management

5. 1. The Director, NPES, must be consulted on all evaluation commitments/costing in all TB funding submissions before they are forwarded to the Commissioner for approval.

5. 2. Finanacial Management Services will:

5. 2. 1. assist NPES in analysis of program costs; and

5. 2. 2. use evaluation evidence and strategic reviews to prepare reports to TB in accordance with the Expenditure Management System process.

References

- TBS, Directive on the Evaluation Function
- *Federal Accountability Act*
- *Financial Administration Act*
- Management, Resources, and Results Structure (MRRS)

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > AM - ch. 27. General

AM - ch. 27. General

New Chapter: 2014-11-28

For information regarding this policy, contact the Employment Requirements Unit at Irrelevant Irrelevant

1. Definitions
2. Data Entry and Case Management

1. Definitions

1. 1. For the purpose of all policies in Part 27 – Employment Requirements, the following definitions apply:

1. 1. 1. **adjudicator** means an adjudicator as defined under the *Commissioner's Standing Orders (Grievances and Appeals)*.

1. 1. 2. **administrative discharge or demotion** means:

1. 1. 2. 1. the revocation of an appointment under section 9.2 of the *Act*;

1. 1. 2. 2. a recommendation to discharge a Deputy Commissioner for any of the reasons referred to in paragraphs 20.2(1)(d), (f), (h) or (j);

1. 1. 2. 3. the discharge or demotion of a member, other than a Deputy Commissioner, from the RCMP for any of the reasons referred to in paragraphs 20.2(1)(e), (g), (i) or(k) of the *Act*;.

1. 1. 3. **appointment** means the appointment of any person under subsec. 6(4) or 7(1) of the *Act*.

1. 1. 4. **basic requirement** means any of the following criteria required for the performance of a member's duties as a member of the RCMP, including:

1. 1. 4. 1. the legal authorization to possess a firearm;

1. 1. 4. 2. the possession of a licence issued in Canada to operate a motor vehicle, as required for the performance of a member's duties;

1. 1. 4. 3. the possession of the level of security status or security clearance required for the performance of a member's duties; and

1. 1. 4. 4. the ability to enter into any place within the policing jurisdiction for which the member is responsible by not being subject to an order to the contrary issued by a court or justice of the peace.

1. 1. 5. **Career Development and Resourcing Officer (CDRO)** means the officer or manager responsible for the management and administration of staffing, training, and career development activities for a division.

1. 1. 6. **Commander** means the employee in charge of an organizational component who manages its physical, financial, and human resources.

1. 1. 7. **Committee** means the Royal Canadian Mounted Police External Review Committee established under section 25 of the *RCMP Act*.

1. 1. 8. **conflict of interest** means a situation in which a member has private interests that could improperly influence or conflict with the performance of his/her official duties and responsibilities, or in which a member uses his/her office for personal gain.

1. 1. 9. **decision-maker** means:

1. 1. 9. 1. a member who has been delegated the Commissioner's authority to direct that a member's pay and allowances be stopped under paragraph 22(2)(a) or (c) of the *Act*;

1. 1. 9. 2. a member who has been delegated the Commissioner's authority to revoke a member's appointment under section 9.2 of the *Act*;

1. 1. 9. 3. a person who has been delegated the Commissioner's authority to recommend the discharge of a member under paragraph 20.2(1)(d), (f), (h) or (j) of the *Act*;

1. 1. 9. 4. a person who has been delegated the Commissioner's authority to discharge or demote a member under paragraph 20.2(1)(e), (g), (i) or (k) of the *Act*; or

1. 1. 9. 5. a member who has been delegated the Commissioner's authority to discharge a member who is on probation.

1. 1. 10. **demotion** means a reduction in a member's rank or level to a lower rank or level.

EXCEPTION: Neither a constable nor a Deputy Commissioner can be demoted to a lower rank.

1. 1. 11. **Departmental Security Officer** means the person reporting to the Commissioner who is responsible for the administration of the RCMP departmental security program, and who has the authority to deny or suspend a security clearance, or recommend the revocation of a security clearance to the Commissioner.

1. 1. 12. **Deputy Commissioner** means a person appointed by the Governor in Council under subsec. 6(3) of the *RCMP Act*.

1. 1. 13. **discharge** means the termination of employment of a member from the RCMP, and includes a recommendation to discharge a Deputy Commissioner where the context requires.

1. 1. 14. **economy and efficiency of the RCMP** means the reason for which a member may be discharged if an organizational change has occurred resulting in the member being placed in a workforce adjustment situation.

1. 1. 15. **employment requirements** means the qualifications, standards, expectations, responsibilities, and accountabilities that a member is required to meet at all times in order to continue to serve as a member.

1. 1. 16. **employment requirements process** means any of the administrative actions, decisions, or processes provided for by the *RCMP Act*, the *RCMP Regulations*, the *Commissioner's Standing Orders*, or applicable RCMP policies relating to:

1. 1. 16. 1. a written decision under sec. 9.2 of the *RCMP Act*, revoking or correcting an appointment of a member;

1. 1. 16. 2. a written decision under sec. 9.4 of the *RCMP Act*, discharging a member while on probation;

1. 1. 16. 3. a written recommendation under subsec.20.2(1)(d) or (f) of the *RCMP Act*, recommending the discharge of a Deputy Commissioner;

1. 1. 16. 4. a written decision under subsec. 20.2(1)(e) or (g) of the *RCMP Act*, discharging or demoting a member;

1. 1. 16. 5. a written recommendation under subsec. 20.2(1)(h) or (j) of the *RCMP Act*, recommending the discharge of a Deputy Commissioner; and

1. 1. 16. 6. a written decision under subsec. 20.2(1)(i) or (k) of the *RCMP Act*, discharging a member; and

1. 1. 17. **induction training program** means any training, development or understudy programs approved by the Commissioner, including the RCMP Field Coaching Program.

1. 1. 18. **member** means a member as defined in subsec. 2.(1) of the *RCMP Act*.

1. 1. 19. **Person under the jurisdiction of the Commissioner** means any member or person appointed or employed under Part I of the *RCMP Act*.

1. 1. 20. ***RCMP Act*** means the *Royal Canadian Mounted Police Act*, (R.S.C. 1985, c. R-10) as amended.

1. 1. 21. ***RCMP Regulations*** means the *Royal Canadian Mounted Police Regulations, 2014*, as amended.

1. 1. 22. **recommending authority** means the officer or manager holding an equivalent managerial position designated by the Commissioner to be responsible for providing a recommendation to a decision-maker regarding an employment requirements process.

1. 1. 23. **reliability status** means a personnel security screening level granted to an individual by the Departmental Security Officer.

1. 1. 24. **security clearance** means a clearance granted to an individual by the Departmental Security Officer, and includes reliability status.

1. 1. 25. **subject member** means the member who is the subject of an employment requirements process, and includes a Deputy Commissioner where the context requires.

1. 1. 26. **transfer of work** means the relocation of any work, undertaking or business from the RCMP to another entity that results in the elimination of a function, position, or positions in the RCMP.

2. Data Entry and Case Management

2. 1. General

2. 1. 1. National Administrative Record Management System (NARMS)/Administrative Case Management Tool (ACMT) is to be used for case management of all employment requirements processes.

2. 1. 2. NARMS/ACMT will provide the DG, Workplace Responsibility Branch, with the mechanism to meet reporting requirements, including but not limited to, statistical information related to the number and class of proceedings, their disposition, and any other information as may be required.

2. 2. Director General, Workplace Responsibility Branch

2. 2. 1. Ensure procedural compliance relating to this Policy.

2. 2. 2. Report annually to the Professional Responsibility Officer regarding the application of the Policies in AM Part 27, and include:

2. 2. 2. 1. the numbers of members subject to an employment requirements or probationary member discharge probation;

2. 2. 2. 2. the status of each case, i.e. commenced in a specific calendar year, carried over from previous calendar years, concluded;

2. 2. 2. 3. whether or not a decision has been served, and whether or not the decision has been appealed; and

2. 2. 2. 4. recommendations of possible amendments to the practices and procedures contained in AM Part 27 and the *Commissioner's Standing Orders (Employment Requirements)*.

References

Date Modified: 2014-11-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. 27. General

Contact Information Amended: 2021-03-25

For information regarding this policy, contact the National Employment Requirements Policy Centre, Workplace Responsibility Branch, Professional Responsibility Sector.

New Chapter: 2014-11-28

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2. Data Entry and Case Management

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2. 2. Director General, Workplace Responsibility Branch

2. 2. 1. Ensure procedural compliance relating to this Policy.

2. 2. 2. Report annually to the Professional Responsibility Officer regarding the application of the Policies in AM Part 27, and include:

2. 2. 2. 1. the numbers of members subject to an employment requirements or probationary member discharge probation;

2. 2. 2. 2. the status of each case, i.e. commenced in a specific calendar year, carried over from previous calendar years, concluded;

2. 2. 2. 3. whether or not a decision has been served, and whether or not the decision has been appealed; and

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References

Date Modified: 2021-03-25

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. I.1. Organization and Classification

Directive Amended: 2012-11-16

For information regarding this policy, contact Human Resources Sector, Corporate Organization and Classification Dir.

1. Accountability and Authorities

2. Organizational Design

3. Category of Employees

4. Work Descriptions

5. Classification Standards

6. Position Classification

7. Effective Dates for Classification Decisions

8. File Documentation

9. Resolution of Classification Dispute

10. PSE Classification Grievance

11. Member Classification Redress

12. Monitoring

13. Training

App. 1-1-1 Delegated Signing Authorities for Organization and Classification

App. 1-1-2 RCMP Categories and Occupational Groups and Subgroups

App. 1-1-3 Information Required for Creation of a New Rural or Municipal Detachment

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1. Accountability and Authorities

1. 1. The Director, Organization and Classification, is accountable for the Organization and Classification Program.

1. 2. Corporate Organization and Classification Dir.

1. 2. 1. Ensures classification delegation is applied according to central agency and departmental policies and authorities.

1. 2. 2. Identifies conditions and risks that could lead to a failure of the control system, and takes early and effective remedial action.

1. 2. 3. Reviews/makes classification decisions that may have a significant impact on intra- and interdepartmental relativity in accordance with central agency policy.

1. 2. 4. Establishes processes to resolve disputes over the evaluation of positions.

1. 2. 5. Manages the departmental classification grievance/redress system.

1. 2. 6. Provides input to the Position Classification Information System (PCIS) and classification standard reviews by the central agency, and posts information on the reclassification of encumbered PS positions on the RCMP internet website on a quarterly basis.

1. 2. 7. Provides early notification to the Commr. of significant management concerns related to the classification system.

1. 3. Organization and Classification Advisors (O&CA)

1. 3. 1. Provide advice and guidance to managers on classification including organizational design that effectively complement RCMP business objectives and culture.

1. 3. 2. Classify positions in accordance with the RCMP Delegation of Organization and Classification Authorities, App. 1-1-1.

1. 3. 3. Ensure ratings and group allocations are in accordance with the appropriate classification standard, central agency and departmental policy, procedures and guidelines, and maintain intra- and interdepartmental relativity.

1. 3. 4. Chair/participate in classification committees.

1. 3. 5. Report deficiencies and anomalies to the Corporate Organization and Classification Directorate and senior management.

1. 4. HQ Program Authority

1. 4. 1. The HQ program authority (HQ PA) has functional authority and is accountable for all activities within a national program. HQ PA approve national and headquarters generic work descriptions.

1. 5. Regional Program Authority

1. 5. 1. The regional program authority (RPA) has operational authority and is accountable for regional program activities.

1. 5. 2. The RPA ensures timely input to the development of national and headquarters generic work descriptions and approves regional generic work descriptions.

1. 6. Delegation Authorities

1. 6. 1. The Delegation of Organization and Classification Authorities, App. 1-1-1, outlines authorities for the approval of organization and classification decisions for all categories of positions, groups and levels.

2. Organizational Design

2. 1. General

2. 1. 1. The structuring of an organization and job classification provide the framework for the effective use, management and development of human resources.

2. 1. 2. The resulting organization chart shows the division of labour by grouping the organization's positions into units with clearly defined reporting relationships. It also includes position titles, unit titles, position numbers, collator codes, existing levels/ranks for positions, one managerial level above the organization being depicted, and the effective date of implementation.

2. 1. 3. Management submit an approved organization chart to Organization and Classification (O&C) with a request for classification when there is significant change to their organizational structure. If there is no significant change, electronic organization charts are downloaded by the O&CA from the Human Resource Management Information System (HRMIS) for classification purposes.

2. 1. 4. The approval of an organization chart by management does not signify approval of classification levels identified on the chart.

2. 2. Boundary Changes

2. 2. 1. The delegated authorities for the creation of a new detachment or municipal contract, the closure or relocation of a detachment or change in detachment boundary is outlined in App. 1-1-1.

2. 2. 2. A copy of the approved boundary changes must be forwarded to:

2. 2. 2. 1. Director, Contract and Aboriginal Policing (CAP), National Headquarters, if it is for a contract division;

2. 2. 2. 2. Management Services Section, Federal and International Operations, National Headquarters, if it is for a non-contract division; and

2. 2. 2. 3. Director, Corporate Management Information Branch, Corporate Management, National Headquarters, for all approved changes.

2. 3. Organizational Change

2. 3. 1. Organizational change is any modification to the mandate, role, structure, reporting relationship or responsibility of an organizational entity, from the addition or deletion of a single position to major changes in structure at senior levels.

2. 3. 2. Organizational changes are planned and managed on the basis of anticipated benefits to established program objectives, structural stability, optimal hierarchy, span of control, and cost effectiveness.

2. 3. 3. The Commr. approves, in principle, any organizational change proposal affecting new and existing Executive Cadre positions before submission for formal classification. Once approved in principle, the responsible Deputy submits a formal organizational change to Organization and Classification Directorate for review and validation of classification levels of the Executive Cadre positions.

NOTE: Executive Cadre includes all categories of positions classified against the Executive Group Position Classification Plan, i.e., SP-EX/EX-1-5, as well as EX equivalent level positions classified SP-ADM/AS-8, SP-CP/CS-5, SP-MO/MD-MOF 4 and 5, and MD-MSP-3.

2. 3. 4. Approvals for organizational changes are outlined in App. 1-1-2.

3. Category of Employees

3. 1. Positions are categorized as either Regular Member (RM), Special Constable Member (S/Cst.M), Civilian Member (CM) or Public Service Employee (PSE).

3. 2. The category of a position is determined by the duties and responsibilities assigned to it and the application of the appropriate classification standard.

3. 2. 1. RM positions require performance of duties described in sec. 18, *RCMP Act*, or application of peace officer experience and expertise to operational matters, in the development and interpretation of law-enforcement policy, or in the development and interpretation of policy affecting careers and benefits of members.

3. 2. 2. S/Cst.M positions are engaged primarily in the performance of police, security or intelligence and evidence gathering duties that do not require full working level police training and experience.

3. 2. 3. CM positions require specialized qualifications or training, primarily engaged in the application of technical, scientific, and law-enforcement expertise, in direct support to law-enforcement activities and to the development and interpretation of law-enforcement policies.

3. 2. 4. PSE positions provide administrative, technical, and professional support service to the RCMP, or are engaged in the development, interpretation or application of policies required for the administrative management of the RCMP.

4. Work Descriptions

4. 1. General

4. 1. 1. Supervisors/managers describe the work assigned to each position in a work or role description.

NOTE: Role descriptions form part of the classification standards unique to the RCMP. They are based on a classified work description, apply to more than one position, and represent a level within the classification standard.

4. 1. 2. Work assigned must relate to the organization's mandate and be an integral part in the delivery of that mandate. Management must ensure that responsibilities assigned to a position do not overlap with responsibilities assigned to positions in other organizations.

4. 1. 3. Work descriptions for all categories of employee positions are written using the templates.

4. 1. 3. 1. To obtain a copy of the template, contact your classification advisor.

4. 1. 4. When preparing to write a work description, supervisors/managers should contact their O&CA for advice and guidance on work flow and group allocation.

4. 1. 5. With the exception of role descriptions, supervisors/managers ensure that each employee has a current copy of his/her work description and that work descriptions are reviewed and updated every five years.

4. 2. Generic Work Descriptions

4. 2. 1. Generic work descriptions are developed for PSE and CM positions classified using PS classification standards.

4. 2. 2. They record the work assigned to identical positions in the same category of employee (CM and PS), at the same occupational group/level, and reporting within an appropriate organizational context.

4. 2. 3. There are national, regional and headquarters generic work descriptions. They cannot be applied outside the intended organizational structure as different organizational structures could impact classification levels.

4. 2. 4. Generic work descriptions apply, as written, to two or more identical positions, i.e., national generic work descriptions apply, as written, within two or more regions, National Headquarters generic work descriptions apply, as written, within National Headquarters, and regional generic work descriptions apply, as written, within a single region.

4. 2. 5. Generic work descriptions are subject to cyclical review, departmental monitoring and on-site review processes.

4. 3. Program Authorities

4. 3. 1. Lead the development, dedicate appropriate resources, and approve new and modified generic work descriptions and organization charts within their respective program.

4. 3. 2. Monitor the application and translation of generic work descriptions and related organization charts within their program areas, and ensure appropriate life-cycle maintenance plans are in place for each generic work description.

4. 4. Organization and Classification Advisors

4. 4. 1. Chair classification committees established to evaluate generic work descriptions.

4. 4. 2. Request the creation and revision of job codes for the generic work descriptions developed.

4. 4. 3. Identify classified generic work description information in HRMIS.

4. 4. 4. Post electronic copies of work descriptions and rationale in HRMIS, as an attachment in the Work Description panel.

4. 4. 5. Upon requests from management, classify positions using established generic work descriptions.

5. Classification Standards

5. 1. General

5. 1. 1. Classification standards designed by the Corporate Organization and Classification Directorate and approved by TBS are used to evaluate work unique to the RCMP, including:

5. 1. 1. 1. Administration and Managerial - Parts A and B (RM);

5. 1. 1. 2. Law Enforcement - Criminal Investigations (RM);

5. 1. 1. 3. Law Enforcement - General Policing (RM);

5. 1. 1. 4. Law Enforcement Support - Telecommunication Operators (CM);

5. 1. 1. 5. Law Enforcement Support - Intercept Monitor (CM);

5. 1. 1. 6. Forensic Laboratory and Identification - Forensic Science Laboratory Specialists (CM);

5. 1. 1. 7. Forensic Laboratory and Identification - Forensic Science Laboratory Technologists (CM);

5. 1. 1. 8. Forensic Laboratory and Identification - Forensic Identification Technicians (CM);

5. 1. 1. 9. Law Enforcement Support - Security and Enforcement (S/Cst.); and

NOTE: Members in these positions perform security duties that do not require full working level police training and experience, e.g., guarding and escorting persons in custody, providing security and protection to designated areas, persons and property including preventive policing and the enforcement of regulations and laws.

5. 1. 1. 10. Law Enforcement Support - Protective (S/Cst.).

5. 2. Role Descriptions

5. 2. 1. Exemplify each level determinant in RCMP-specific classification standards, and replace the need for a work description to classify member positions. Each role description has a title, summary statement, statement of major responsibilities and specifications describing the work in terms of the characteristics required for each level.

5. 2. 2. Describe work that meets the inclusion statement of the standard. When the duties and responsibilities of a position are not described by an existing role description, management must prepare a work description for evaluation by Organization and Classification. A supporting role description is then developed by them for inclusion in the classification standard.

5. 2. 3. A role description is not mandatory for work evaluated using the Administrative & Managerial standard unless the work applies to more than one position, in which case, a corresponding role description is developed for publication in the A&M standard, Part B.

5. 3. RCMP work common to federal government departments and agencies is allocated to either the Special Services Group (CM positions) or one of the PSE groups, and is evaluated using classification standards developed by TBS for evaluation of work across the Public Service.

5. 4. A list of classification groups and sub-groups for all work performed in the Public Service and the RCMP is outlined in App. I-1-2. RCMP mandate and service delivery programs preclude the applicability of all PSE groups and sub-groups within the RCMP.

5. 5. The group and level of work assigned to all categories of employees is determined by the:

5. 5. 1. nature, scope and complexity of the duties and responsibilities;

5. 5. 2. reporting relationship of the position; and

5. 5. 3. requirement to supervise the work of subordinates.

6. Position Classification

6. 1. Manager Role

6. 1. 1. The delegated manager will submit a request for classification when:

6. 1. 1. 1. creating a new position;

6. 1. 1. 2. updating an existing position;

6. 1. 1. 3. taking administrative actions on an existing job;

6. 1. 1. 4. deleting a position; or

6. 1. 1. 5. a classification standard is revised or a new one is created.

6. 1. 2. Managers obtain advice from O&CAs on issues such as overlap of mandate, relativity and impact on the organization for all requests for classification.

6. 1. 3. The following documentation is required to create/update a position:

6. 1. 3. 1. A request for classification, Form 1756, with either a signed work description (and an electronic copy) or the number of the requested role description, effective date, proposed group.

6. 1. 3. 2. An organization chart (if there has been significant change to the organizational structure) that supports the reporting relationship of the position and the effective date requested.

6. 1. 3. 3. Any relevant background information or business case, e.g., new mandate, change in legislative authority, justification for the review of a position that has a classification grievance decision on it.

6. 1. 3. 4. An approval of regional/program authority for retroactive effective dates beyond one year.

6. 2. Evaluation Process

6. 2. 1. The evaluation process assesses the worth of jobs within an organization and is the same whether work is evaluated by a classification committee or a single evaluator, i.e., an accredited O&CA.

6. 2. 2. The work evaluation process establishes a hierarchy of jobs within the organization and reflects the relative worth the organization places on each job.

6. 2. 3. Work (role description) is evaluated using TBS-approved classification standards, and ensuring intra- and interdepartmental relativity of classification decisions by comparing the work with internal jobs and with similar jobs in similar organizational contexts in other departments.

6. 2. 4. Classification decisions are approved in accordance with the Commr.'s delegation of organization and classification authorities as outlined in App. 1-1-1.

6. 3. Non-Delegated Classification

6. 3. 1. Classification actions for Executive Cadre positions are submitted by ROCAs to Corporate Organization and Classification (COC) for evaluation and the Commr.'s approval.

6. 3. 2. Classification actions for non-delegated Insp. and Supt. positions are evaluated by ROCAs, and submitted to COC for review and approval by the Director, Organization and Classification.

6. 3. 3. All other non-delegated groups/sub-groups and levels are evaluated by ROCAs and submitted to COC for approval.

6. 3. 4. With the exception of Executive Cadre positions, ROCAs are required to submit all necessary documentation for non-delegated classification requests to COC including a recommended rating and signed classification rationale.

6. 4. On-Site Review

6. 4. 1. An on-site review is an interview with the incumbent of a position and, if necessary, the incumbent's supervisor, to better understand the work performed, to determine coincidence between the work description and the work being performed by the incumbent, and where the reclassification of a position will have a significant impact or involve contentious issues.

6. 4. 2. An on-site review is normally conducted by an O&CA prior to the evaluation of a position or six to twelve months after a position has been classified based on management expectations.

6. 5. Classification Committee

6. 5. 1. A Classification Committee is at least three members trained in job evaluation, not in a conflict situation, brought together to evaluate a position by consensus. If a committee is unable to reach a consensus on the rating, the dissenting member must write a minority report. The individual with delegated classification authority will make the final evaluation decision.

6. 5. 2. Classification Committees are scheduled when:

6. 5. 2. 1. there are collective bargaining implications;

6. 5. 2. 2. there are significant increases of salary expenditures;

6. 5. 2. 3. there is significant impact on intra/interdepartmental relativity;

6. 5. 2. 4. generic jobs are being classified;

6. 5. 2. 5. a position is contentious;

6. 5. 2. 6. there are new organizational structures;

6. 5. 2. 7. new occupational groups are introduced in the department/branch;

6. 5. 2. 8. positions are submitted for reclassification, except where the reclassification:

6. 5. 2. 8. 1. is based solely on a change to the supervision factor;

6. 5. 2. 8. 2. relates to incumbent-oriented groups/sub-groups and levels, e.g. SE-RES positions;

6. 5. 2. 8. 3. is part of a recognized departmental developmental program;

6. 5. 2. 8. 4. stems from a decision made following a classification grievance; or

6. 5. 2. 8. 5. is based on application of a generic work description.

6. 6. Reclassification of a Position

6. 6. 1. Reclassification of a position can take place when the work has evolved significantly over a period of time, usually from six to twelve months.

6. 6. 2. The evolution of work may occur for the following reasons:

6. 6. 2. 1. legislative changes resulting in new program requirements;

6. 6. 2. 2. central agency or departmental policy resulting in changes to existing programs, or changes to organizational mandates; or

6. 6. 2. 3. reorganization of work in response to conditions that increase or decrease available resources, to make more efficient and effective use of financial and human resources, or in response to other changes including technological innovations.

6. 7. Establishment of a New Position

6. 7. 1. A new position must be established in lieu of reclassifying an existing position in the following circumstances:

NOTE: It is not mandatory that these circumstances be applied to member positions as members do not have incumbent rights.

6. 7. 1. 1. A significant change in work results in an increase of more than one level in the current occupational group;

6. 7. 1. 2. The position has been reclassified within the last two years, since most work does not evolve at such a pace to justify an additional change in level;

6. 7. 1. 3. There are significant changes in the work that break the continuity of evolution, including changes like a new hierarchical reporting relationship, increased span of control, addition of new functions, or increased responsibility for human resources;

6. 7. 1. 4. There is more than one position in the organization performing similar work, and not all are being reclassified;

6. 7. 1. 5. The O&CA, the manager and the Staffing Advisor consult to determine whether a job should be new or revised.

6. 8. Creation of Term Positions

6. 8. 1. Legislation and terms of employment outlined by the *Public Service Employment Act* and the *RCMP Act* do not provide for a PSE to be compensated in a CM position and vice versa. To ensure all employees, performing work in a different category, are compensated for services rendered, term positions must be created for short-term acting situations.

6. 8. 2. To compensate a PSE for acting in a Special Police Services (SPS) position, a PS term position is created and classified using the identical rating of the SPS position. For example, if a PSE is acting in an SPS-ADM-04 (CM) position, a PS term position is created at the AS-4 group and level using the same rationale as for the CM position.

NOTE: Special Police Services positions are classified using PS classification standards.

6. 8. 3. When a PSE acts in a CM position classified using RCMP classification standards, e.g., Forensic Laboratory and Identification (FLI) or Law Enforcement Services (LES), the work description must be evaluated and rationalized using PSE classification standards on a "best fit" basis and a PS term position created.

6. 8. 4. For a CM to act in a PSE position, the work description for the PSE position is copied without modification, signed and submitted for the creation of a CM (SPS) term position to cover the acting period. Identical ratings and rationale should be used.

7. Effective Dates for Classification Decisions

7. 1. General

7. 1. 1. Managers are required to review and update work/role descriptions for all positions in their organizations within six months of assuming responsibility for their positions. They must also update work descriptions for existing positions as soon as additional work of significance is assigned to them.

7. 1. 2. The O&CA, in consultation with management, ensures the effective date of a work description or application of a role description is consistent with the effective date of the corresponding classification decision.

7. 2. Effective Dates

7. 2. 1. The effective date of:

7. 2. 1. 1. a new position will normally be the date chosen by management. It must not precede the date of the approved organizational structure;

7. 2. 1. 2. an updated work description for encumbered positions is consistent with the date work was assigned to and performed by the employee;

7. 2. 1. 3. an updated work description where changes to work have gradually changed over time is determined by management in consultation with the O&CA and the incumbent of the affected position. The date chosen must be reasonable and defensible;

7. 2. 1. 4. positions classified as a result of a national review is determined by management in consultation with COC; and;

7. 2. 1. 5. an encumbered PS position reclassified to a lower level is future-dated by two months.

7. 3. Backdating of Effective Dates

7. 3. 1. Backdating effective dates should be the exception rather than the rule for all categories of positions.

7. 3. 2. Management submits supporting rationale highlighting when all or part of the work was assigned to the position, and what part of the work provides reasoning for a change in group or level.

7. 3. 3. For situations that go beyond 12 months, management must provide a written explanation for approval by the appropriate operational or functional authority, see App. 1-1-1.

8. File Documentation

8. 1. Position File Requirements:

8. 1. 1. Form 1756;

8. 1. 2. work description with effective date and supervisor's signature or reference number for the role description;

8. 1. 3. an organization chart;

8. 1. 4. information validating the effective date, if applicable;

8. 1. 5. an on-site review report, if applicable;

8. 1. 6. an evaluation report, or authorized classification decision document, i. e. Position Action Report (PAR); and

8. 1. 7. other relevant documentation relating to the dispute, grievance or redress decision.

8. 2. Retention of Position Files

8. 2. 1. A position file is created for each classified position, and must be retained for a minimum period of 15 months following its inactivation, as per the RCMP Administrative and Operations Records Classification System.

8. 2. 2. Official position files will reside in the region or division of the delegated Classification Authority.

8. 2. 3. Position files for non-delegated groups/levels reside in Records Management, National HQ, Ottawa.

9. Resolution of Classification Dispute

9. 1. Classification Dispute

9. 1. 1. A classification dispute is an impasse/disagreement over the classification of a position, and can occur when there is non-consensus in an Evaluation Committee.

9. 1. 1. 1. If a Classification Committee cannot reach consensus on the appropriate group/level of a position, the dissenting member writes a minority report outlining the group/factor not agreed with, the group/factor recommended and why.

9. 1. 1. 2. The chairperson of the committee compiles and forwards the following to the delegated classification authority for a final classification decision:

9. 1. 1. 2. 1. work description and organization chart;

9. 1. 1. 2. 2. if applicable, on-site report;

9. 1. 1. 2. 3. minority and majority reports;

9. 1. 1. 2. 4. information respecting relativity including the rating of the supervisor's position.

NOTE: The delegated classification authority is the Regional/Headquarters Organization & Classification Manager for non-consensus at regional evaluation committees and a delegated COCA for corporate and divisional classification committees where there is no Regional O&C Manager, i.e. "A", "C" and "O" Divisions.

9. 2. Managerial Review

9. 2. 1. Managers who have concerns regarding the classification decision of a position should seek an explanation of the decision from the responsible O&CA.

9. 2. 2. If the explanation does not resolve the concern, managers have 35 calendar days from the date of notificiation to submit a formal request to the O&CA through the appropriate PA, i.e., the HQ PA, RPA, or DPA as outlined in App. 1-1-1

9. 2. 3. The O&CA will forward the request along with the work description and organization chart, if applicable, the on-site report and the minority/majority reports, and all information respecting relativity. This includes the rating of the supervisor's positions to COCA for review, and confirmation of the validity of the classification, or a separate evaluation by COCA. The results of the managerial review/evaluation are binding on management; however, employees/incumbents performing the duties of the position retain their right to classification redress e.g. grievance.

9. 2. 4. The right of an employee to submit a classification grievance is protected until he/she is made aware of the managerial review decision.

9. 2. 5. If an employee submits a classification grievance, it is the employee's grievance and his/her manager must not be involved in the process or be perceived as advocating for the employee in any manner against the classification decision made on behalf of the Commr.

9. 3. O&CA Disagreement with Internal/External Position Relativity

9. 3. 1. Internal Relativity

9. 3. 1. 1. When a manager or O&CA perceives an anomaly elsewhere in the RCMP in the classification of identical or similar positions, he/she will raise concerns with the responsible O&CA.

9. 3. 1. 2. If the perceived anomaly cannot be explained/resolved at this level, the dispute will be referred to the delegated COCA for review and appropriate corrective action.

9. 3. 2. External Relativity

9. 3. 2. 1. A manager or O&CA who perceives an anomaly in another department in the classification of identical or similar positions to those existing in the RCMP, will notify the Director, Organization and Classification of the situation.

9. 3. 2. 2. Every effort will be made to resolve the problem informally with the department concerned. Similarly, any department that has reason to question the classification of RCMP positions will be given full cooperation and disclosure to attempt to reconcile the differences. If agreement is not possible after further discussion and investigation, the Director, Organization and Classification will refer the case to the central agency.

10. PSE Classification Grievance

10. 1. General

10. 1. 1. The *Public Service Labour Relations Act* gives indeterminate PSEs or term employees employed for more than three months, the right to present a classification grievance.

10. 1. 2. A Classification Grievance is a written complaint by an employee against the classification of the description of work he/she performs and which is assigned by his/her supervisor or manager. Grievances against the content of a work description or the effective

date of a classification decision are resolved through the Labour Relations Grievance process.

10. 1. 3. A classification grievance is submitted to the Commr.'s nominee, i.e., the Director, Organization and Classification through the Regional Organization and Classification Office.

10. 2. Grievance Time Limits

10. 2. 1. Pursuant to the *Public Service Labour Relations Board Regulations*, effective 2005-04-01, time frames for presenting and responding to classification grievances are calculated using calendar rather than working days.

10. 2. 2. An employee may present a grievance no later than 35 days after the day on which he/she is notified orally or in writing or, where the employee is not so notified, after the day on which he/she first becomes aware of an action or circumstance affecting the classification of the position he/she occupies.

10. 2. 3. While not part of the grievance process, a managerial review allows the department the opportunity to reexamine the classification decision. An employee who disagrees with the results of the managerial review has 35 calendar days to present a classification grievance.

10. 3. Resolving a Classification Grievance

10. 3. 1. The decision resulting from a classification grievance process is final and binding and cannot be altered until significant change occurs to the work assigned.

10. 4. Employee Responsibility

10. 4. 1. The employee will submit a grievance on Form TBS/SCT 340-55, Individual Grievance Presentation, to his/her immediate supervisor either in writing or in person or both.

10. 4. 2. The employee may be represented by his/her bargaining agent, or any other person of his/her choice who is not a representative of another bargaining agent, provided there is no conflict of interest.

10. 4. 3. If excluded from collective bargaining, the employee may be represented by any person of his/her choice, provided there is no conflict of interest.

10. 4. 4. Classification Grievance Committee meetings are normally held at RCMP HQ, Ottawa, and should the employee wish to be present at the classification grievance hearing, he/she is responsible for his/her own expenses and arrangements for leave from the place of work.

10. 4. 5. An employee may withdraw the grievance at any time before the grievance decision is issued by the Director, Organization and Classification, by giving written notice to his/her supervisor.

10. 5. Management Responsibility

10. 5. 1. The supervisor must immediately acknowledge receipt of a grievance by signing and dating the grievance form so the time limits for responding to the grievance can be established. The supervisor must then return a copy of the form to the employee, and transmit the grievance to the ROCA for submission to Corporate Organization and Classification, HQ.

10. 5. 2. If the griever withdraws the grievance before the grievance decision is rendered, the supervisor dates and signs the employee's notice of withdrawal and forwards it to the Director, Organization and Classification.

10. 6. Initial Examination of Classification Grievance

10. 6. 1. The Director, Organization and Classification, determines whether a grievance should be accepted or rejected.

10. 6. 2. No distinction is made between an employee occupying a position on an acting or substantive basis, however, the work description forming the basis of the decision being grieved must be the work assigned to the position occupied by the employee presenting the grievance.

10. 6. 3. A classification grievance is valid even if the work description is not signed by the employee as long as the employee is not contesting job content.

10. 6. 4. If a classification grievance is submitted against a position which has a previous classification grievance decision in effect, the delegated O&CA will determine whether significant change has occurred to the work description, and may recommend to the Director, Organization and Classification, that the previous classification grievance be lifted and the new one accepted.

10. 7. Job Content Grievance

10. 7. 1. When an employee files both a classification grievance and a job-content grievance, the classification grievance cannot proceed until the job-content dispute has been resolved.

10. 7. 2. Once the job-content grievance is resolved and there has been a change to the job content:

10. 7. 2. 1. a new classification decision is issued based on evaluation of the modified work description;

10. 7. 2. 2. the griever is informed of the evaluation results and asked whether or not he/she intends to pursue the original classification grievance; and

10. 7. 2. 3. if the employee wishes to continue with the original classification grievance, the grievance is heard according to the classification grievance procedure.

10. 7. 3. If the job content grievance is resolved and the work description has not changed:

10. 7. 3. 1. the initial classification decision rendered remains valid and a new classification decision need not be issued; and

10. 7. 3. 2. if the employee wishes to continue with his/her initial classification grievance, the grievance will be heard according to the classification grievance procedure.

10. 8. Effective Date

10. 8. 1. When both the classification and the effective date are contested, the grievance committee proceeds with the hearing and adopts the effective date assigned by management and indicated on the work description. The effective date issue may be resolved at any time during the grievance process.

10. 9. Time Frame for Responding to a Grievance

10. 9. 1. A written response must be provided to the employee no later than 80 days from the date the grievance is presented.

10. 9. 2. If the 80-day limsit cannot be met, Corporate Organization and Classification must seek written agreement to extend the time limit from either the representative or the employee (if the employee is not represented).

10. 9. 3. If agreement to extend the time limit cannot be reached, application must be made to the Public Service Labour Relations Board (PSLRB).

10. 10. Classification Grievance Committee

10. 10. 1. The Classification Grievance Committee establishes the appropriate classification of the grieved position.

10. 10. 2. The employee, his/her representative, if applicable, must be notified in writing of the Grievance Committee hearing at least 15 working days in advance of the hearing.

10. 10. 3. A Classification Grievance Committee is composed of three members:

10. 10. 3. 1. A chairperson who is an accredited classification officer;

10. 10. 3. 2. A TBS Classification Grievance Analyst; and

10. 10. 3. 3. Another individual selected by the chairperson, e.g., a line manager knowledgeable in classification techniques and use of relevant classification standards and not in a conflict situation.

10. 10. 4. The griever and his/her representative can make a presentation in person or in writing to the Grievance Committee. Once the presentation is completed, the griever must withdraw from the meeting.

10. 10. 5. A management representative familiar with the work of the grieved position should be available to respond to questions the committee members may have with respect to the position.

10. 10. 6. Committee deliberations occur "in camera".

10. 10. 6. 1. Committee members examine all information presented, evaluate the position against the appropriate classification standards, review all aspects of the classification decision being grieved and attempt to reach an evaluation consensus.

10. 10. 6. 2. If a consensus is not reached, minority and majority reports are prepared.

10. 10. 6. 3. The Committee may recommend continuation of the current classification, that there be a change in the evaluation, or that the position be reclassified to a higher/lower level within the same or different occupational group.

10. 10. 6. 4. The effective date for the recommendation is the date the duties/responsibilities were certified by management, except where downgrading is recommended. In such cases, the Salary Protection policy applies.

11. Member Classification Redress

11. 1. Regular and Civilian Members have the right to be notified of all decisions affecting the classification of their assigned position, e.g., the group, rating, level or rank attributed to the position they are occupying as well as the effective date of the classification decision.

11. 2. If dissatisfied with the decision, a member may submit a written request:

11. 2. 1. To the Regional Manager, Organization and Classification, for documentation and information relating to the decision, and if not satisfied with the explanation, submit a formal request for a classification redress to the Director, Organization and Classification. See CSO, Classification Redress Process for Members.

11. 3. A request for classification redress must be made by the member within 45 calendar days after the day on which he/she was notified of any action or circumstance giving rise to the request for redress or, if not so notified, after the day on which he/she learned of such action or circumstance.

11. 4. The request must include the member's name, position no. and title; address to which a reply is to be sent, work telephone number, the decision which is subject of the request, the date on which the member became aware of the decision, any documentation or information the member wishes to have considered in the review, and the corrective action requested.

11. 5. The Commr./delegate will endeavor to respond to the formal request for redress within 80 calendar days after it is received by the Director, Organization and Classification. If this deadline is extended, the extension must be confirmed in writing between the Commr./delegate and member.

11. 6. The Commr./delegate will make decisions concerning all formal classification redress requests in accordance with the CSO on Classification Redress Process for Members, this chapter, and the appropriate classification standard.

11. 7. The authorities for redress and the employee groups for which they are responsible are:

11. 7. 1. the Commr., for the EX group/equivalent ranks;

11. 7. 2. the Commr.'s delegate for Supt. and Insp. levels; and

11. 7. 3. the Director, Organization and Classification, for S/Sgt., Sgt., Cpl., Cst. and CM groups/ levels below the EX group.

11. 8. Requests for redress are evaluated by a Classification Redress Committee comprised of qualified persons not involved in making the initial classification decision that is the subject of redress.

11. 8. 1. The Director, Organization and Classification is the coordinator of the member redress process who appoints the chairperson of the Classification Redress Committee. The chairperson must be designated by the Commr. as an accredited O&C Advisor, and will:

11. 8. 1. 1. acknowledge receipt of the request for formal redress;

11. 8. 1. 2. select two other persons to the committee, trained in the use of the relevant classification standards;

11. 8. 1. 3. advise the member of the date, time and place of the committee meeting by letter or e-mail.

11. 8. 1. 4. if necessary, request a review of the job by another accredited O&C Advisor to clarify or obtain job facts. The O&C Advisor submits his/her report to the Chairperson, the member, and the manager/supervisor within 15 calendar days of completing the review. The job review may be done by on-site visits or telephone interviews with the member and manager/supervisor. The O&CA performing the on-site review will not have been involved in the original decision giving rise to the redress.

11. 8. 2. The Member may make written representation to the committee.

11. 8. 3. Committee members examine all information presented; evaluate the position against the appropriate classification standards, review all aspects of the classification decision being grieved and attempt to reach a consensus.

11. 8. 4. If a consensus cannot be reached, minority and majority reports will be prepared and forwarded to the Commr./delegate for a decision.

11. 8. 4. 1. The Commr.'s/delegate's decision will be final and binding, unless a significant change occurs that is likely to affect the evaluation or the nature of the position.

11. 8. 5. Classification redress committee hearings will generally be held at National HQ, Ottawa. The member will assume liability for expenses incurred in the redress process.

11. 9. A member may withdraw the request for review, in writing, to the Director, Organization and Classification at any time before the decision relating to the request is rendered.

12. Monitoring

12. 1. Monitoring is the ongoing review and assessment of the organization and classification program.

12. 2. Monitoring ensures that the classification system establishes the relative value of all RCMP work in an equitable, consistent, efficient and effective manner, and provides a basis for employee compensation.

12. 3. It addresses the adequacy of processes, systems, procedures and controls, quality of decisions, records and documentation, degree of compliance with conditions of delegation, policies, and regulations, and degree to which the objectives of the classification program are accomplished.

12. 4. Objectives:

12. 4. 1. Advise senior management of the "health" of the program so improvements are made and required corrective action taken;

12. 4. 2. Ensure the highest quality of organization and classification work, including work description writing and analysis and evaluation of work;

12. 4. 3. Ensure managers, employees and unions/association that classification standards are effectively and equitably applied;

12. 4. 4. Assess how managers are fulfilling their responsibilities regarding the classification process;

12. 4. 5. Ensure regional Organization and Classification programs are monitored on a regular basis; and

12. 4. 6. Provide advice and guidance to Regional Organization and Classification Managers as a result of observations, e.g., identification of training needs or discussion of specific problem areas.

13. Training

13. 1. The Organization and Classification Program provides classification training to managers to promote understanding of the system and application of classification standards.

13. 2. Work description-writing training is made available to managers and employees by Organization and Classification.

13. 3. An accreditation program for O&CAs is established by COC. This training allows O&CAs to achieve competence in the field of position classification and organization analysis, and ability to advise on these activities.

References

- I.2., Establishment
- Sections. 5(2), 6(2) and 7(2), *RCMP Act*
- Part III, Section 31(1). Commissioner's Standing Orders, *Rules Respecting the Classification Redress Process for Member Classification Decisions Concerning Level/Rank and/or Effective Date of Such Decisions, Royal Canadian Mounted Police Act*
- Sections. 2 to 7, *RCMP Regulations*
- *Financial Administration Act*
- *Public Service Labour Relations Act*
- *Public Service Labour Relations Board Regulations* and Rules of Procedure
- Classification System and Delegation of Authority Policy and Guidelines, Treasury Board Secretariat
- Treasury Board Minute 734714, Treasury Board Secretariat

Date Modified: 2012-11-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AM - App. 1-1-1 - Delegated Signing Authorities for Organization and Classification

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Chapter Rewrite: 2010-10-15

Schedule 1

Position	Authority
Commissioner	1, 7, 17, 32, 33
National Program Authority (NPA)[1]	6, 16
Headquarters Program Authority (HQ PA)[2]	9, 11, 14, 25, 26
Regional D/Commr. (RDC)[3]	2, 6
Regional Program Authority (RPA)[4]	10, 15, 25, 26
Divisional Program Authority (DPA)[5]	3, 4, 5, 26
Chief Human Resources Officer (CHRO)	18
Director General, Executive/Officer Development and Resourcing (EODR)	8
Director General, Human Resources Programs and Services (HRPS)	29
Director, Organization and Classification (DO&C)	19, 28, 30, 31
Manager (MGR)	13
First Line Supervisor	12, 27
Corporate Organization and Classification Advisor (COCA)[7]	20

Regional Organization and Classification Advisor (ROCA)[7]	21, 22, 23, 24

(1) Ultimate decision maker for national departmental program.
(2) Functional decision maker for assigned national departmental program.
(3) Operational authority for delivery of all departmental programs within a region.
(4) Operational authority for delivery of assigned programs within a region.
(5) Operational authority for delivery of program activities within a division. NOTE: This authority is held by the CO of a division except in "E" and "K" Divisions where it is the OIC Criminal Operations.
(6) Executive Cadre means an RM, CM and PS position classified at the SPS-EX/EX (C/Supt., A/Commr., D/Commr.), SPS-ADM/AS-8 and SPS-CP/CS-5, SP-MO/MD-MOF4 and 5 and MD-MSP-3.
(7) Accredited in classification.

Delegation of Organization and Classification Authorities

Schedule 2

Authority	Subject	Lowest Delegated Level	Subject Reference
1.	Approve regional and divisional boundaries.	Commr.	Consultation with National Program Authority, Regional D/Commr. and Divisional Program Authority.
2.	Approve the creation and closure of detachments.	Regional D/Commr.	For contract and non-contract divisions, consultation is required with National Headquarters Program Authorities. Contract divisions also require concurrence of provincial Attorney General, Solicitor General or Executive Member (NWT, YT and Nunavut).
3.	Approve detachment boundary changes.	DPA	Contract divisions require concurrence of provincial Attorney General, Solicitor General or Executive Member (NWT, YT and Nunavut).

4.	Approve the creation, closure and relocation of satellite/community offices.	DPA	Contract divisions require concurrence of provincial Attorney General, Solicitor General or Executive Member (NWT, YT and Nunavut).
5.	Approve the relocation of a detachment.	DPA	For contract and non-contract divisions, consultation is required with HQ PA. Contract divisions also require concurrence of provincial Attorney General, Solicitor General or Executive Member (NWT, YT and Nunavut).
6.	Initiate organizational changes affecting positions in the Executive Cadre, Insp./Supt. rank.	NPA Regional D/Commr.	Headquarters positions Regional and divisional positions
7.	Approve organizational changes affecting positions in the Executive Cadre.	Commr.	
8.	Approve organizational changes affecting Insp./Supt. positions.	Executive/Officer Development and Resourcing	

Authority	Subject	Lowest Delegated Level	Subject Reference
9.	Approve organization charts for application of national and headquarters generic work descriptions.	HQ Functional PA (was NPA)	Consultation with COCA and ROCA required.
10.	Approve organization charts for application of regional generic work descriptions.	RPA (was RDC)	Consultation with COCA and ROCA required.
11.	Resolve questions/issues related to program mandate.	National HQ PA	If required, refer to Commr. for resolution.

12.	Assign work to subordinate employees and provide them with a copy of the position's work description.	First Line Supervisor	
13.	Approve requests to classify/delete positions.	Manager	Must have financial signing authority and be two hierarchical levels above target position.
14.	Approve the creation, revision, deletion and requests for exclusion from national and headquarters generic work descriptions.	HQ PA	Consultation required with RPA and COCA for national generic work descriptions, and with COCA only for National Headquarters generic work descriptions.
15.	Approve the creation, revision, deletion and requests for exclusion from regional generic work descriptions.	RPA	Generic work descriptions initiated by regional or divisional program authority. Consultation required with ROCA and COCA.
16.	Approve requests to create or reclassify common service jobs outside their normal program area, e.g. CS/CP, FI/FIN, PE/PN, IS/LN, PG/PUR, PS/PSY.	NPA	Consultation required with ROCA and COCA.
17.	Approve classification decisions for positions in the Executive Cadre.	Commr.	
18.	Approve administrative classification actions to Executive Cadre positions.	CHRO	Administrative actions have no impact on the evaluation of the position and do not change its reporting relationship.
19.	Approve classification decisions for Insp./Supt. positions.	DO&C	Executive/Officer Development and Resourcing approval in principle required.

Authority	**Subject**	**Lowest Delegated Level**	**Subject Reference**

20.	Approve classification decisions for all groups/levels/ranks except positions in the Executive Cadre, and Insp./Supt. ranks that are not role described.	COCA	Consultation required with the Office of the Chief Human Resources Officer (OCHRO) at TBS when a classification decision may result in significant impact on interdepartmental relativity, have collective bargaining implications or result in a significant increase in salary expenditures.
21.	Approve classification decisions for the following PSE groups and CM counterparts: Architecture, Engineering and Land Survey, NR: ENG1-4; Audit, Commerce and Purchasing, AV: PG 1-4; Computer Systems, CS 1-3; Economics and Social Science Services, EC 1-6, new group; Education and Library Science, EB: ED-EDS 1-3, EU-PEI All Levels, LS 1-4; Electronics, EL all levels; Financial Management, FI 1-3; Health Services, SH: MD-MOF 1-3, MD-MSP 1, NU-CHN 1-4, OP All Levels, PS 1-3, SW-CHA All levels; Human Resource Management, HR: PE 1-3 and OM All Levels.	ROCA	NOTE: Approval of classification decisions for all levels of the groups identified will be delegated to ROCAs where there is a signed MOU between the Regional and National Headquarters HRO and the DO&C stipulating regional accountability for these levels. EXCEPTIONS: 1. Classification decisions for AS-8, CS-5, MD-MOF 4 and 5 and MD-MSP-3 levels must be approved by the Commr. 2. Classification decisions for PE-5 and 6 levels must be approved by the DO&C. Consultation required with DO&C when a classification decision may result in a significant impact on intra- or interdepartmental relativity, have collective bargaining implications such as the introduction of a new occupational group to the department, or result in a significant increase in salary expenditures.

	Non-Supervisory Printing Services, PR(Non-S): All Levels; Operational Services, SV: All Sub-groups and Levels; Program and Administrative Services, PA: AS 1-5, IS 1-4, PM 1-5 and all levels of CM, CR, DA, OE, ST;		

Authority	Subject	Lowest Delegated Level	Subject Reference
21. (cont'd)	Ships Officers, SO: MAO 1-10; Ship Repair Chargehands and Production Supervisors (SR(C): All Levels; Technical Services, TC: DD All Levels, EG 1-7, GT 1-6, PY All Levels, TI 1-7.		
22.	Approve classification decisions for CM positions in these groups: Law Enforcement Support Group: LES-IM, PRO-TO All Levels; Forensic Laboratory and Identification Group: FLI-FIT All Levels.	ROCA	
23.	Translation Group: SPS-TRL 1-4.	ROCA	PS positions allocated to the TR group must be classified by PWGSC (Translation Bureau).
24.	Approve classification decisions for RM positions based on role descriptions in the A&M Group, and LE-CI and LE-GP sub-groups,	ROCA	NOTE: Approval of classification decisions for Insp. and Supt. positions based on role descriptions will be delegated

	except at the rank of Insp. and Supt.		to ROCAs where an MOU exists between the Regional and National Headquarters HRO and the DO&C stipulating regional accountability for these levels using existing roles.
25.	Approve retroactive effective dates of classification decisions beyond 12 months.	HQ PA (was NPA) RPA (was RDC)	National Headquarters positions - HQ PA Regional positions - RPA Consultation with ROCA and COCA required.
26.	Request managerial review of classification decision.	HQ PA (was NPA) RPA DPA	Level of authority depends on location of position, i.e. National Headquarters, region, division. Must be two hierarchical levels higher than the position affected.

Authority	Subject	Lowest Delegated Level	Subject Reference
27.	Acknowledge receipt or withdrawal of classification from subordinate PSEs.	1st Line Supervisor	
28.	Acknowledge receipt or withdrawal of classification redress from RMs and CMs.	DO&C	
29.	Approve classification redress decisions for Insp. and Supt. positions and where requested corrective action is reclassification to Insp. or Supt. except where the unanimous recommendation of the classification redress committee is being rejected.	HRPS (was NDRS)	
30.	Approve classification grievance decisions for PS	DO&C	

	positions not in the Executive Cadre except where the unanimous recommendation of the Classification Grievance Committee is being rejected.		
31.	Approve classification redress decisions for non-commissioned RM and CM positions not in the Executive Cadre.	DO&C	
32.	Approve classification redress and grievance decisions for delegated positions not in the Executive Cadre where the unanimous recommendation of the Grievance Committee is rejected by the Commr.'s nominee for classification or redress grievances.	Commr.	
33.	Accredit Organization and Classification Advisors.	Commr.	

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AM - App. 1-1-2 - RCMP Categories and Occupational Groups and Subgroups

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Chapter Rewrite: 2010-10-15

For further information on PSE Occupational Group, see TBS site.

Classification		Employee Category		
Group	**Sub-Group**	**PS**	**CM**	**RM**
Air Traffic Control	- Non-Operational	AI-NOP		
Aircraft Operations	 - Civil Aviation Inspection - Engineering Test Pilots - Helicopter Pilots & Supervisors	AO - CAI - ETP - HPS	SPS - FWP - RWP	
Administrative and Managerial				AM
Audit, Commerce and Purchasing	 - Auditing - Commerce - Purchasing & Supply	AV AU CO PG	SPS - COM	
Computer Systems		CS	SPS-CP	
Correctional Systems		CX		
Education and Library Science	 Education - Education Services	EB ED - EDS	SPS - EDU	

	- Elementary and Secondary Teaching - Language Teaching Education Support - Teachers' Aid - Language - Physical Education Instructor Library Science	- EST - LAT EU - TEA - LAI - PEI LS	- ELT	
Economics and Social Science Services		EC	SPS-ESS	
EL Electronics		EL	SPS-ETEC	
EX Executive		EX	SPS-EX	RX
Special Services	Farrier		SPS-FARR	
FI Financial Management	Financial Administration	FI		
Forensic Laboratory and Identification	Forensic Science Laboratory - Identification - Specialist - Technologist		FL - FIT - FLS - FLT	
Foreign Service	Foreign Service	FS		

Classification		**Employee Category**		
Group	**Sub-Group**	**PS**	**CM**	**RM**
Human Resources Management	Personnel Administration Organization & Methods (organization and methods)	HM PE OM	SPS - PN	
Law		LA	SPS-LAW	
Law Enforcement	Criminal Investigative General Policing			LE - CI - GP
Law Enforcement Support	Intercept Monitoring Protective Operations		LES - IM - PRO	

	Security Enforcement Telecommunications Operations		- SE - TO	
Architecture, Engineering and Land Survey	Architecture and Town Planning Engineering and Land Survey - Engineering - Land Survey	NR AR EN - ENG - SUR	SPS - EE	
Program and Administrative Services	Administrative Services Communications Clerical and Regulatory Data Processing - Data Conversion - Data Processing Information Services Office Equipment - Bookkeeping Equipment Operator - Calculating Equipment Operator - Duplicating Equipment Operator - Microphotography Equipment Operator - Mail Service Equipment Operator Organization and Methods (forms design) - Program Administration - Mediation/Conciliation Officer Secretarial, Stenographic and Typing - Court Reporter - Office Composing Equipment Operator - Secretarial - Stenographer - Typist Welfare Program	PA AS CM CR DA - CON - PRO IS OE - BEO - CEO - DEO - MEO - MSE OM - PM - MCO ST - COR - OCE - SCY - STN - TYP WP	SPS - ADM - LN - PDM	

Classification	Employee Category

Group	Sub-Group	PS	CM	RM
Leadership Programs		PL		
	Career Assignment	CA		
	Management Trainee	MM		
Printing Services		PR		
(Non-Supervisory)	- Bindery	- BIN		
	- Composition	- COM		
	- Pre-Press Preparation	- OFE		
	- Press Operations	- OFO		
	- Maintenance	- MAI		
	- Job Planning and Control	- PRC		
Research		RE	SPS	
	Defence Scientific Service	DS		
	Historical Research	HR		
	Mathematics	MA		
	Scientific Research	SE		
	- Research Manager	- REM		
	- Research Scientist	- RES	- RS	
Radio Operations	Radio Operations	RO		
Health Services		SH	SPS	
	Dentistry	DE		
	Medicine	MD		
	- Medical Officer	- MOF		
	- Medical Specialist	- MSP		
	Nutrition and Dietetics	ND		
	- Advisory	- ADV		
	- Dietitian	- DIT		
	- Home Economist	- HME		
	Nursing	NU		
	- Community Health	- CHN		
	- Hospital	- HOS		
	Occupational and Physical Therapy	OP		
	Pharmacy	PH		
	Psychology	PS		
	Social Work	SW		
	- Chaplain	- CHA		
	- Social Welfare	- SCW		
	Veterinary Medicine	VM	- CHP	
Ships' Officers		SO	SPS	
	- Floating Plant	- FLP		
	- Instructor	- INS		

	- Marine Operations - Radio	- MAO - RAD	- MA	
Applied Science and Patent Examination		SP		
	Applied Science & Patent Examination, includes:	SCI		
	- Actual Science - Agriculture - Biological Sciences - Chemistry	- AC - AG - BI - CH		

Classification		**Employee Category**		
Group	**Sub-Group**	**PS**	**CM**	**RM**
Applied Science and Patent Examination (cont'd)	- Forestry - Meteorology - Physical - Scientific Regulation - Scientific Examination	- FO - MT - PC - SG - SRE		
Ship Repair Chargehands and Production		SR (C)		
SR (E) Ship Repair - East		SR (E)		
SR (W) Ship Repair - West		SR (W)		
	NOTE: Ship Repair - SR (C), SR (E) & SR (W) includes:			
	- Management - Apprentice - Elemental - Manipulating - Machine Tending - Machine Driving - Operating - Machine Operating - Controlling - Ship Painting/Surface Protecting - Precision Working - Instrument Maintaining - Machinery Maintaining	- MGT - APP - ELE - MAN - MAT - MDO - MOC - SPS - PRW - INM - MAM		

	- Engine and Mechanical Equipment Maintaining	- EME		
	- Boilermaking - Blacksmithing	- BOB		
	- Electrical and Electronics	- EEW		
	- Pipefitting	- PIP		
	- Sheet Metal Working	- SMW		
	- Woodworking	- WOW		
	- Machine and Toolmaking	- MAC		
	- Quality Control and Weapons	- QCW		
Operational Services		SV	SPS	
	Firefighters	FR		
	General Labour and Trades	GL		
	- Aircraft Maintaining	- AIM		
	- Ammunition Working	- AMW		
	- Construction Inspecting	- COI		
	- Electrical Installing and Maintaining	- EIM		
	- Elemental	- ELE		
	- Grain Handling and Weighing	- GHW		
	- Instrument Maintaining	- INM		
	- Machinery Maintaining	- MAM		
	- Manipulating	- MAN		
	- Machine Driving Operating	- MDO		

Classification		**Employee Category**		
Group	**Sub-Group**	**PS**	**CM**	**RM**
Operational Services (cont'd)	- Machine Operating Controlling	- MOC		
	- Metal Machining	- MST		
	- Painting/Construction	- PCF		
	- Pipefitting	- PIP		
	- Precision Working	- PRW		
	- Sheet Metal Working	- SMW		
	- Vehicle and Heavy Equipment Maintenance	- VHE		
	- Woodworking	- WOW		
	General Services	GS		
	- Building Services	- BUS		
	- Food Services	- FOS		
	- Laundry Services	- LAS		
		- MES	- MS	
		- MPS		

	- Messenger Services - Miscellaneous Personal Services - Protective and Custodial Services - Stores Services Heating, Power and Stationary Plant Lightkeepers Printing Operations (Supervisory) - Senior Supervisor Positions Ships Crew	 - PRC - STS HP LI PR - SES SC		
Technical Services	 Drafting and Illustration Engineering and Scientific Support General Technical Primary Products Inspection - Grain Inspection Photography Technical Inspection	TC DD EG GT PI - CGC PY TI	SPS - AD - TC -GTEC - PTEC	
Translation	Translation	TR	SP-TRL	
University Teaching	University Teaching	UT		

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AM - App. 1-1-3 - Information Required for Creation of a New Rural or Municipal Detachment

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Chapter Rewrite: 2010-10-15

1. Population of village, town, First Nations community, or settlement.

2. Population of remaining areas within proposed detachment boundaries.

3. Industrial development and potential.

4. Distance of village, town, First Nations community, or settlement from nearest detachment.

5. Available media communication.

6. Available accommodation for operational and residential needs. Include the Director, Corporate Management accommodation recommendations with your report.

7. Is the village, town, First Nations community, or settlement strategically located in relation to the surrounding area? Explain.

8. Nature of roads and type of transport needed.

9. Accessibility of highway, air, water, and railway.

10. Summary of workload statistics for the past five years.

11. Map showing proposed detachment boundaries.

12. Any special factors that could affect workload, e.g. a population concentration close to the village, town, First Nations community or settlement.

13. Human resources required by function and rationale/methodology used to determine resource levels.

NOTE: Authority to open one-member detachment will be considered on an exceptional basis only.

14. For a contract division only, has approval been received from the Solicitor General/Attorney General/Executive Member (YT/NWT) for the inclusion of new resources identified in the resource plan?

OR

Will the detachment be staffed by redeploying existing resources within the division?

For a noncontract division only, will the identified resource requirements be met by redeploying existing resources within the division or be included in the division resource plan?

15. For a contract division only, has concurrence to open the detachment been received from the Solicitor General/Attorney General/Executive Member (YT/NWT)?

16. Why are other police service delivery options, e.g. satellite office, community services office, not viable?

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Date Modified: 2010-10-15

11. RESEARCH, DEVELOPMENT AND INVENTIONS

A. ORIGINATOR

A. 1. Science and Technology Branch, Forensic Laboratory Services Directorate.

B. REFERENCES

B. 1. Report of the Study Group on Science and Technology in Support of Law Enforcement Minister of State for Science and Technology, July, 1978.

B. 2. Inaugural document of the Canadian Police Research Centre 90-05-15.

B. 3. II.3., Honors and Awards.

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. The Forensic Laboratory Services Directorate will coordinate all RCMP proposals and approved projects that deal with research, development or evaluation of police equipment.

D. 2. The Officer in Charge, Science and Technology Branch, Forensic Laboratory Services Directorate, will manage the Canadian Police Research Centre, on behalf of the RCMP.

D. 3. Pursuant to the *Public Servants Inventions Act* and *Regulations*, the following officers will have the authority to carry out the powers and functions vested in the Minister:

D. 3. a. Commissioner;

D. 3. b. Deputy Commissioner, Law Enforcement and Protective Services;

D. 3. c. Director, Forensic Laboratory Services; and

D. 3. d. Officer in Charge, Science and Technology Branch, Forensic Laboratory Services Directorate.

D. 4. Each employee who undertakes either the initial development or subsequent modification of any invention, including an invention that is unrelated to his/her duties or employment, will report it through channels to the Officer in Charge, Science and Technology Branch.

D. 5. The following inventions, and all rights thereto, are vested in the Crown:

D. 5. a. inventions created by employees while acting within the scope of their duties or employment;

D. 5. b. inventions made with the help of facilities, equipment, or financial aid provided by the Crown; and

D. 5. c. inventions that resulted from or were connected with an employee's duties or employment.

D. 6. The Minister may waive, abandon or transfer all or any of the Crown's rights to an invention.

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2000-01-28

E. **GENERAL**

E. 1. Resources for research projects can be provided by division/directorate, or through the Canadian Police Research Centre (CPRC).

E. 2. The RCMP's partners in the CPRC are the:

E. 2. a. Canadian Association of Chiefs of Police (CACP) through the Operational Research Committee (ORC);

E. 2. b. National Research Council Canada (NRC) through the Public Security Program Manager (PSPM).

1. The PSPM is the Chief Scientist of the CPRC.

E. 3. The CPRC is dedicated to police-equipment research for the benefit of the Canadian law enforcement community.

E. 3. a. The results of the research will be shared with the police community.

EXCEPTION: When in the national interest, the level of security given to the results, prohibits the sharing of results.

E. 4. Canadian companies will be considered first when a division/directorate/CPRC research product is transferred outside the RCMP for commercial use.

E. 5. For the purposes of this chapter, promotional research papers and university theses/research papers are not considered as research, development or evaluation projects.

E. 6. An employee who does not comply with the reporting requirements of the *Public Servants Inventions (PSI) Act and Regulations* is guilty of an offence.

E. 7. An **invention** means "any new and useful art, process, machine, manufacture, or composition of matter, or any new or useful improvement in any art, process, machine, manufacture or composition of matter".

E. 8. An award may be granted to an employee in recognition for his/her contribution towards the creation of an invention.

F. **CPRCs MANDATE**

F. 1. The CPRC's mandate is to provide leadership in a national program of police equipment research, development or evaluation and to foster the commercial application of such projects in the law enforcement and public safety sectors in Canada by:

F. 1. a. developing technologies that will improve police and other public safety services and which will assist in the maintenance of a high level of peace, order and security;

F. 1. b. fostering the development of technologies that will curtail the growth of financial expenditures within the public safety sector which maintaining high-quality services; and

F. 1. c. contributing to Canada's development of world-class research expertise and high-technology industries in Canada.

G. **SUBMITTING A RESEARCH PROPOSAL**

G. 1. **Employee**

G. 1. a. If you want to propose a research, development or evaluation project, provide details to your commander. Use form 2556.

G. 2. **Commander**

G. 2. a. If you support the proposal, forward it to your CO/director with your comments and recommendations.

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2000-08-04

H. **APPROVING A RESEARCH PROPOSAL**

H. 1. **CO/Director**

H. 1. a. If you support the proposed research project and have the resources needed to complete it:

1. Approve the project and assign a project manager to oversee it.

2. Forward a copy of the approved proposal to Headquarters, ATTN: OIC Science and Technology Branch.

H. 1. b. If you support the proposed research project but do not have the resources needed to complete it, forward the completed form 2556, with your comments and recommendations, to Headquarters, ATTN: OIC Science and Technology Branch, for consideration by the CPRC.

I. **MANAGING RESEARCH AND DEVELOPMENT PROJECTS**

I. 1. **Researcher/Project Manager**

I. 1. a. During the design and performance stages of a project, collaborate with the appropriate Headquarters policy centers.

I. 1. b. Send copies of interim and final reports through channels to Headquarters, ATTN:

1. OIC Science and Technology Branch, and

2. appropriate Headquarters policy centers.

J. **PROTECTING RESEARCH RESULTS AND INVENTIONS**

J. 1. **General**

J. 1. a. Technology developed as a result of a research and development project or invented by a public servant or private industry under contract, may have commercial value to the Crown. Therefore, such intellectual property is normally protected by:

1. patent, licence, trademark, copyright; or

2. secrecy.

J. 1. b. Details of an invention must not be released before the need for intellectual property protection is discussed with the Science and Technology Br.

J. 2. **Researcher/Project Manager**

J. 2. a. Inform Headquarters, ATTN: OIC Science and Technology Branch of a research contract or project that may result in a product of potential commercial value.

1. Do not release details of such a research contract or project before you discuss the need for intellectual property protection with Science and Technology Br.

J. 2. b. Pursuant to the Public Servants Inventions Act and Regulations, report all inventions through channels to Headquarters, ATTN: OIC Science and Technology Branch.

1. An employee may receive an award for an invention he/she has created.

K. **FINANCIAL MANAGEMENT OF RESEARCH AND DEVELOPMENT**

K. 1. **General**

K. 1. a. A Div./directorate that requires research and development to support their operations will use the standard planning/estimates process to obtain the necessary funds and human resources.

K. 1. b. The OIC Science and Technology Branch will submit annual estimates for the Canadian Police Research Centre.

K. 2. **Researcher/Project Manager**

K. 2. a. Upon completion of a research project, forward through channels to Headquarters, ATTN: OIC Science and Technology Branch, the following financial details:

1. for each research project completed by RCMP personnel:

1. total operational and maintenance expenditures,

2. total capital expenditures, and

3. total person-months of labor required to complete the project.

2. for each research contract completed by a private company or government department:

1. name and address of the contractor/department;

2. total operational and maintenance expenditures, and

3. total capital expenditures.

L. AWARDS FOR INVENTIONS VESTED IN THE CROWN

L. 1. Awards may be paid to an employee:

L. 1. a. after a patent application has been filed, or

L. 1. b. after the first patent has been issued.

L. 2. An award, consisting of a portion of the monies received from the sale, license or other disposal of the invention by the Crown, may be paid to an employee.

L. 3. An award may be paid to an employee if his/her invention is used by the Crown.

L. 4. The following considerations are used in determining the amount of an award:

L. 4. a. the extent to which the invention has been used by the Crown or by private industry;

L. 4. b. savings realized as a result of use of the invention by the Crown;

L. 4. c. the magnitude of actual or potential benefit to Canada, e.g. increased safety, security, employee morale;

L. 4. d. the nature of the employment of the employee; and

L. 4. e. the nature and magnitude of the contribution by each employee who was involved in the creation of an invention.

M. REPORTING INVENTIONS

M. 1. **Employee**

M. 1. a. If you are involved in the development of an invention, report the details to your supervisor. Provide information as outlined in App. I-11-1, p. 1.

M. 2. **Supervisor**

M. 2. a. If you receive a report of an invention, inform Headquarters, ATTN: OIC Science and Technology Branch, Forensic Laboratory Services Directorate. Provide information as outlined in App. I-11-1, p. 2.

N. CONTRACTS WITH THE PRIVATE SECTOR

N. 1. **General**

N. 1. a. If there is a possibility that an invention may be created as a result of an RCMP contract with the private sector, the following clauses must be included in the contract:

1. "Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct."

2. Technical documentation shall contain the following copyright notice:

   "© HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR) as represented by the Solicitor General of Canada."

3. "Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of Her Majesty. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to Her Majesty any articles or things embodying such technical information and inventions."

N. 2. **Commander**

N. 2. a. Forward a copy of any contract that may involve the creation of an invention through channels to Headquarters, ATTN: OIC Science and Technology Branch.

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1992-01-20

AM - ch. I.2. Establishment

New Chapter: 2007-01-30

For information regarding this policy, contact the OIC, HR Business Transformation (HRBT).

1. Policy

2. General

3. Full-time Equivalent Management

4. Establishment Positions

5. Establishment Coordinators

6. Establishment Projections

7. Municipal Employees

8. Municipal Billing

App. 1-2-1 Full-time Equivalent Year Calculation Standard

App. 1-2-2 Full-time Equivalent Use and Strength Checklist

App. 1-2-3 Authority to Increase, Decrease or Transfer Authorized Positions/Full-time Equivalents

1. Policy

1. 1. The number of full-time equivalents (FTE) in the RCMP will normally be determined through the Annual Reference Level Update (ARLU) process.

1. 2. The opening of a one-member detachment will not be approved unless exceptional circumstances exist and there are no viable alternatives.

1. 3. All written municipal requests for police services will be referred directly to Public Safety and Emergency Preparedness Canada with a copy to Community, Contract and

Aboriginal Policing Services and div. Corporate Planning and Client Services/Corporate Management.

EXCEPTION: In "E" Div., all requests must be submitted to the provincial Solicitor General for review before they are referred as outlined in sec. 1.3.

1. 4. Adjustments to contract policing positions/FTEs may be initiated at the div. level.

2. General

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. Redeploy means the action taken by a program manager (director) or CO to move a position and its accompanying FTEs within his/her responsibility area.

2. 1. 2. Reallocate means the action taken by the Commissioner, through the Senior Executive Committee (SEC), to move surplus positions and FTEs within the RCMP.

3. Full-time Equivalent Management

3. 1. There are two types of FTEs: separately controlled and controlled.

3. 2. Separately controlled FTEs are RCMP full-time employees hired under the RCMP Act (members).

3. 3. Controlled FTEs are public service FTEs and are delegated to divisions and directorates.

3. 4. Appendix 1-2-1 outlines the FTE calculation standard.

3. 5. Appendix 1-2-2 contains a checklist for FTE use and strength.

4. Establishment Positions

4. 1. General

4. 1. 1. A position number is a number automatically generated by HRMIS for each approved position.

4. 1. 2. Unless there are extenuating circumstances approved by the National program authority or regional D/Commr., no backdating of position numbers will be permitted beyond one year.

4. 2. Control

4. 2. 1. National Headquarters and "A" Div. requests for redeployment of a position within a branch or detachment will be sent to the local Organization and Classification office using Form 1756.

4. 2. 2. Except for National Headquarters and "A" Div., all other requests for changes in establishment, e.g. increase, decrease, redeployment, within a division, branch, district or detachment will be sent to the div./regional establishment coordinator as outlined in div./regional green sheet supplements. For authorities to increase, decrease or transfer authorized positions/FTEs, see App. 1-2-3.

4. 3. Position Management Implementation

4. 3. 1. To implement changes, Form 1756 must be completed by the manager and forwarded to the local Organization and Classification office.

4. 3. 2. For additional documentation, see the Organization and Classification Intranet site, and select Bulletins.

5. Establishment Coordinators

5. 1. Excluding National Headquarters and "A" Div., coordinators will ensure:

5. 1. 1. that establishment changes are in accordance with division/regional directives and that the authority for the requested change has been respected, and the funding source identified; and

5. 1. 2. the completion of Form 3235 and distribution to the appropriate authorities. Completion of Form 3235 is not required in the NCR.

6. Establishment Projections

6. 1. Divisions will prepare their establishment projections using HRMIS as a base for current established/authorized positions and actual strength.

6. 2. The ARLU planned reference levels are provided to all senior financial officers in February by Corporate Management and Comptrollership Directorate.

6. 3. The division will solicit support directly from the appropriate policy center.

6. 4. The division Planning NCO/Sec. will forward the supported projection, in writing, to the project leader (Asset/Property Manager) from div. Corporate Management. This information is used to validate realistically what the NCO IC is identifying when requesting new or improved accommodation.

7. Municipal Employees

7. 1. Municipal employees are hired and paid by the municipality but work for the RCMP.

8. Municipal Billing

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AM - App. 1-2-1 - Full-time Equivalent Year Calculation Standard

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New Appendix: 2007-01-30

Work Unit	Breakdown				
	Hour		Day	Week	Month
Day	7.5	8	1	0.2	0.046
Week	37.5	40	5	1	0.231
Month	162.52	173.36	21.67 (1)	4	1
Year	1950	2080	260	52	12

(1) Average days.

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AM - App. 1-2-2 - Full-time Equivalent Use and Strength Checklist

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New Appendix: 2007-01-30

Employment Status	Use of a Full-time Equivalent (FTE) (4)	Include in Strength (4)
Continuing full-time	Yes	Yes
Term/part-time/casual	Yes	No
Leave Without Pay (LWOP) - Expected to return to home department	No	Yes
Leave With Pay (LWP)	Yes	Yes
Career Assignment Program (CAP) - Education phase (home department) - Assignment phase (host department)	 Yes Yes	 Yes Yes
Education Leave - LWP - Allowance in lieu of salary - LWOP/leave of absence	 Yes No No	 Yes Yes Yes
Executive Development Leave (LWP)	Yes	Yes
Interchange Programs (1) - Out of PS, (home department) (1) - Into PS, (host department)	 No Yes	 Yes No
Secondments - In (host department) - Out (home department)	 Yes No No	 No Yes Yes

- To CIDA Aid assignment abroad (home department)		
Temporary Assignment Pool (TAP) - Host department [2] - Treasury Board of Canada Secretariat (home department)	No Yes	No Yes
Language Training/Bicultural Development - Participant - Replacement officer	Yes Yes	Yes No
Special Assignment Pay Plan (SAPP and SX SAPP) - In (host department) - Out (home department)	Yes No	Yes Yes
Sick Leave	Yes	Yes
Acting Pay/Acting Appointment	Yes	No
All other [3]	Yes	Yes

[1] Home department may continue to issue paycheque but recovers cost from host.

[2] Cost chargeable to Standard Object 4.

[3] All other employment situations with associated salary costs.

[4] Strength is a head count on a given day while FTE is a calculated use for a given period (number of days worked/number of days available to work) in a given period.

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AM - App. 1-2-3 - Authority to Increase, Decrease or Transfer Authorized Positions (1)/Full-time Equivalents

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New Appendix: 2007-01-30

Program Authority Level	Authority [2][3][4]	Written Concurrence Required from [5]
Federal and International Operations	Director [6][7]	
Protective Policing	Appropriate DG [6][7]	
Provincial Policing [8]	CO	Province/Territory
Municipal Policing [8]	CO	Municipality [9]
Aboriginal Policing [8], Community, Contract and Aboriginal Policing Services and Operations Policing Data System	A/Commr., Community, Contract and Aboriginal Policing Services	
Criminal Intelligence and National Operations Centre	A/Commr., Criminal Intelligence Directorate	
Technical Operations	Appropriate DG [6][7]	
Integrated Ops. Support	D/Commr., Operations and Integration	
Kit and Clothing Program	DG, Assets and Procurement Br.	
"Depot" Div.	CO	

Human Resources, Staff Relations Representative Program and Tactical Weapons Training Section Program	D/Commr., Human Resources	
Public Affairs and Communication Services and RCMP Musical Ride	DG, Public Affairs and Communication Services	
National Police Services and Chief Information Officer Sector	Appropriate DG [6][7]	
Corporate and Executive Services	Appropriate DG [6][7]	
Corporate Management and Comptrollership	Appropriate DG [6][7]	
Strategic Policy and Planning	Appropriate DG [6][7]	
Adjudications	Appropriate DG [6][7]	
Office of the Ethics and Integrity Advisor	Appropriate DG [6][7]	
Internal Audit, Evaluation and Review	Appropriate DG [6][7]	
Legal Services	Appropriate DG [6][7]	
International Policing	Appropriate DG [6][7]	

[1] Authorized positions are those positions that have been approved by the appropriate authority as outlined in the table and appear on an RCMP organization chart.

[2] Position savings and the corresponding FTEs related to the cessation of a specific function as a result of a Senior Executive Committee (SEC) direction must be presented to SEC for permanent reallocation and to Estimates and Supply Sec., Finance Br. for incorporation into upcoming Annual Reference Level Update.

[3] Approval by the D/Commr., Human Resources is required in all cases where the proposed transfer involves:

a) officer, senior management or executive positions; or

b) reorganizations as outlined in App. 1-1-1.

[4] The redeployment of resources across programs requires the authority of the appropriate D/Commr. or A/Commr.

[5] If the transfer of positions results in an increase/decrease in the contract.

[6] A CO has the authority to redeploy an FTE/position providing such redeployment remains within the div. and approval has been received from the appropriate DG.

(7) A DG has the authority to redeploy an FTE/position providing prior consultation has taken place with the CO of the appropriate div.

(8) In contract policing, the business practice is not to transfer positions but rather increase/decrease them.

(9) In B.C. and N.B., written concurrence must be obtained from the provincial Attorney General.

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Date Modified: 2007-01-30

Mass Casualty Commission Exhibit

3. DUTIES AND RESPONSIBILITIES

1. POLICY

1. 1. Employees will acquaint themselves with all acts, regulations, *Commissioner's Standing Orders* and other directives necessary to discharge their duties.

1. 2. For the purpose of Sec. 46 of the *RCMP Regulations*, and subject to the exemptions at Subsec. 46(2), a member who becomes aware of a violation of the *Code of Conduct* by another member will promptly report this violation through the chain of command.

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2. GENERAL

2. 1. If an employee is absent for more than 24 hours without authorization or explanation, his/her supervisor must report the circumstances to the CO.

2. 2. Unless directed otherwise, the senior ranking/level employee on duty will assume charge when carrying out a duty or assignment with other employees, or the employee in charge of a detail or operation is incapacitated.

2. 3. The supervisor should provide a new PSE with access to the orientation guidelines as outlined in App. I-3-4 (B). The documents listed in this appendix are also available from the RCMP internet site.

2. 4. If an employee appears troubled or in need of counseling, see ch. II.19.

2. 5. An employee is responsible for requesting university or official languages training. The supervisor must substantiate any recommendations made.

2. 6. The RCMP participated in the development of the *United Nations Code of Conduct for Law Enforcement Officials*; and as such, members should be familiar with it. See App. I-3-1.

3. PSE DELEGATION OF AUTHORITIES - moved to ch. I.10. 2007-04-16

4. POLICE TRANSPORT

4. 1. **Use by a Member - moved to TMM ch. 2.5. 2006-12-29**

4. 2. **Use by a Non-Member - moved to TMM ch. 2.5. 2006-12-29**

Amended 2007-04-16

Mass Casualty Commission Exhibit

4. 3. **Liability/Taxable Benefit**

4. 3. a. Private use of police transport is a violation of both the *Income Tax Act* and policy. Liability for damages or injury may result in a demand for recovery against the member.

4. 3. b. Any deviation from a route or delay for other than duty-related purposes, could result in a ruling that the member was not acting within the scope of his/her duties and the member could be liable for all damage to public property and monies paid by the Crown in settlement of all claims against the Crown.

4. 3. c. Notwithstanding an MOU required by a JFO, when an employee of another police department, provincial government department, or a municipal employee working for the RCMP is required to use RCMP transport, the RCMP must notify the respective employer that:

1. As a general rule, the Crown cannot absorb a loss resulting from the negligent operation of a Crown-owned or -leased transport by a non-federal government employee.

2. Any incident involving a Crown-owned or -leased transport must be reported and investigated by the RCMP.

3. The Crown's position on liability and negligence will be determined by the Department of Justice Canada.

4. The Crown may pursue recovery from the municipality, police department or provincial government department for any loss to the Crown arising out of the negligent operation of a Crown-owned or -leased transport by its employees.

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1999-12-23

ADMIN. MANUAL
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UNITED NATIONS CODE OF CONDUCT FOR LAW ENFORCEMENT OFFICIALS

This is an unedited excerpt from the United Nations Code of Conduct for Law Enforcement Officials.

ARTICLE 1

Law enforcement officials shall at all times fulfil the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

ARTICLE 2

In the performance of their duty, law enforcement officials shall respect human dignity and maintain and uphold the human rights of all persons.

ARTICLE 3

Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duty.

ARTICLE 4

Matters of a confidential nature in the possession of law enforcement officials shall be kept confidential, unless the performance of duty or the needs of justice strictly require otherwise.

ARTICLE 5

No law enforcement official may inflict, instigate or tolerate any act of torture or other cruel, inhuman or degrading treatment or punishment, nor may any law enforcement official invoke superior orders or exceptional circumstances such as a state of war or a threat of war, a threat to national security, internal political instability or any other public emergency as a justification of torture or other cruel, inhuman or degrading treatment or punishment.

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1992-12-22

ARTICLE 6

Law enforcement officials shall ensure the full protection of the health of persons in their custody and, in particular, shall take immediate action to secure medical attention whenever required.

ARTICLE 7

Law enforcement officials shall not commit any act of corruption. They shall also rigorously oppose and combat all such acts.

ARTICLE 8

Law enforcement officials shall respect the law and the present code. They shall also, to the best of their capability, prevent and rigorously oppose any violations of them.

Law enforcement officials who have reason to believe that a violation of the present code has occurred or is about to occur shall report the matter to their superior authorities and, where necessary, to other appropriate authorities or organs vested with reviewing or remedial power.

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ADMIN. MANUAL
APPENDIX I-3-
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FRANÇAIS

GUIDELINES FOR AN ORIENTATION PROCESS

These guidelines are intended to assist the supervisor in developing an orientation plan adaptable to all new RCMP employees.

Orientation is a major factor in an employee's adjustment and motivation towards his/her employment and new environment.

A supervisor should try to reduce the employee's uncertainty, anxiety, fear and lack of knowledge through proper orientation.

Orientation is a continuous, planned and scheduled effort on the part of the supervisor and should meet the following objectives:

1. Instill a feeling of belonging to the organization.

2. Create an awareness of the environment and requirements of the employee's new job.

3. Ensure employee becomes productive as soon as possible.

STATE	LINK	ACTIONS OF SUPERVISOR
A) **Arrival** Members who have not taken induction training	INTRODUCTION	Determine family situation, housing, schools, transportation, etc. - If it is a transfer, allow adequate time for settling in. - Discuss (briefly) job, responsibilities, etc.

B) **Job Orientation**	INTERVIEW (Information sharing)	- Duties and Responsibilities: explain the job and permit in-depth discussion so the employee is fully aware of his/her responsibilities. - Personnel Security, see XI.2. - Quality and Standards: explain what is expected of him/her e.g. quality of work and output. - Official languages, see II.6. Explain: - the responsibilities of the unit and employees towards members of the public of both language groups, as required; - the rights of employees with respect to official languages (depending on circumstances); - the official languages complaints system; and - language training, see II.11. - Directives, e.g. fire regulations, building security: explain standards of conduct and employment, hours of work, meal hours and breaks, tardiness, dress. - Explain the organization: - RCMP-wide and unit structure; - history, product, and services; - describe fully the function of the unit; - the unit's responsibility in the RCMP's overall program; and - RCMP jargon, local vernacular and abbreviations. - Promote a sense of belonging to the group and organiza- tion. Discuss expectations. What does the organization want of the employee, e.g. loyalty, dedication. What does

		the employee want of the organization, e.g. growth, career, security.

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STATE	LINK	ACTIONS OF SUPERVISOR
B) **Job Orientation** (cont'd)	INTERVIEW (cont'd)	- Pay and Benefits, explain: - pay and increments, overtime policy, etc.; - insurance and medical plans, etc.; and - leave (sick and annual). - Ask about the employee's previous experience and his/her knowledge of the work. This will allow the supervisor some basis for on-the-job training. - Open channels for communication, encourage the employee to come to you, the supervisor, with his/her problems. - Ensure introductory/transfer forms, etc. are completed and submitted.
C) **Familiarization With Unit**	GENERAL TOUR	- Introduce to fellow workers and unit supervisor, where applicable. - Introduce trainer (if a trainer is necessary). - Familiarization with work area, tour of related units. - Ensure personal comfort - knows whereabouts of wash-rooms, locker, local maps, eating areas, parking, and first aid equipment. - Introduce to local contacts, e.g. Crown prosecutor,

		court officials, etc.
D) **Familiarization With Region**	EMPLOYEE FROM MINORITY LANGUAGE GROUP (UNILINGUAL PROVINCE)	- Inform the employee of the places where French/English is spoken, e.g. schools, churches, businesses, local franco- phone/anglophone associations, and bilingual colleagues.

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STATE	LINK	ACTIONS OF SUPERVISOR
E) **Trainer**	* A PERSON THAT WILL ASSIST IN ON-THE-JOB TRAINING & FAMILIARIZATION	- Ensure the trainer knows your standards and what you expect in the way of training and guidance.
F) **On-the-job Training**	SPECIFIC REQUIREMENTS	- Directives - Confirm Familiarization with, - Radio - Copy equipment - CPIC Terminal - Breathalyzer, etc.
G) **Follow-up**	RE-INTERVIEW (TIMING LEFT TO DISCRETION OF SUPERVISOR)	- Discuss employee's adjustment. - Does the employee have any complaints? - Do you have any complaints re: quality, output, standards? (Discuss)
This session allows the opportunity for correction and understanding in the orientation process.		

NOTE: Proper orientation will require frequent supervisor/employee contact to ensure the employee is fully aware of his/her responsibilities and is actually learning. This orientation plan should not be used as a check-off list, but as a base to develop specific plans peculiar to the location and circumstances.

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D) **Familiarization With Region**	EMPLOYEE FROM MINORITY LANGUAGE GROUP (UNILINGUAL PROVINCE)	- Inform the employee of the places where French/English is spoken, e.g. schools, churches, businesses, local franco- phone/anglophone associations, and bilingual colleagues.

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C) **Familiarization With Unit**	GENERAL TOUR	- Introduce to fellow workers and unit supervisor, where applicable. - Introduce trainer (if a trainer is necessary). - Familiarization with work area, tour of related units. - Ensure personal comfort - knows whereabouts of wash-rooms, locker, local maps, eating areas, parking, and first aid equipment. - Introduce to local contacts, e.g. Crown prosecutor,

		court officials, etc.
D) **Familiarization With Region**	EMPLOYEE FROM MINORITY LANGUAGE GROUP (UNILINGUAL PROVINCE)	- Inform the employee of the places where French/English is spoken, e.g. schools, churches, businesses, local franco- phone/anglophone associations, and bilingual colleagues.

6125 2000-02-04

STATE	LINK	ACTIONS OF SUPERVISOR
E) **Trainer**	* A PERSON THAT WILL ASSIST IN ON-THE-JOB TRAINING & FAMILIARIZATION	- Ensure the trainer knows your standards and what you expect in the way of training and guidance.
F) **On-the-job Training**	SPECIFIC REQUIREMENTS	- Directives - Confirm Familiarization with, - Radio - Copy equipment - CPIC Terminal - Breathalyzer, etc.
G) **Follow-up**	RE-INTERVIEW (TIMING LEFT TO DISCRETION OF SUPERVISOR)	- Discuss employee's adjustment. - Does the employee have any complaints? - Do you have any complaints re: quality, output, standards? (Discuss)
This session allows the opportunity for correction and understanding in the orientation process.		

NOTE: Proper orientation will require frequent supervisor/employee contact to ensure the employee is fully aware of his/her responsibilities and is actually learning. This orientation plan should not be used as a check-off list, but as a base to develop specific plans peculiar to the location and circumstances.

4787 1992-12-22

ADMIN. MANUAL
APPENDIX I-3-
4
FRANÇAIS

GUIDELINES FOR AN ORIENTATION PROCESS

These guidelines are intended to assist the supervisor in developing an orientation plan adaptable to all new RCMP employees.

Orientation is a major factor in an employee's adjustment and motivation towards his/her employment and new environment.

A supervisor should try to reduce the employee's uncertainty, anxiety, fear and lack of knowledge through proper orientation.

Orientation is a continuous, planned and scheduled effort on the part of the supervisor and should meet the following objectives:

1. Instill a feeling of belonging to the organization.

2. Create an awareness of the environment and requirements of the employee's new job.

3. Ensure employee becomes productive as soon as possible.

STATE	LINK	ACTIONS OF SUPERVISOR
A) **Arrival** Members who have not taken induction training	INTRODUCTION	Determine family situation, housing, schools, transportation, etc. - If it is a transfer, allow adequate time for settling in. - Discuss (briefly) job, responsibilities, etc.

B) **Job Orientation**	INTERVIEW (Information sharing)	- Duties and Responsibilities: explain the job and permit in-depth discussion so the employee is fully aware of his/her responsibilities. - Personnel Security, see XI.2. - Quality and Standards: explain what is expected of him/her e.g. quality of work and output. - Official languages, see II.6. Explain: - the responsibilities of the unit and employees towards members of the public of both language groups, as required; - the rights of employees with respect to official languages (depending on circumstances); - the official languages complaints system; and - language training, see II.11. - Directives, e.g. fire regulations, building security: explain standards of conduct and employment, hours of work, meal hours and breaks, tardiness, dress. - Explain the organization: - RCMP-wide and unit structure; - history, product, and services; - describe fully the function of the unit; - the unit's responsibility in the RCMP's overall program; and - RCMP jargon, local vernacular and abbreviations. - Promote a sense of belonging to the group and organiza- tion. Discuss expectations. What does the organization want of the employee, e.g. loyalty, dedication. What does

		the employee want of the organization, e.g. growth, career, security.

6125 2000-02-04

STATE	LINK	ACTIONS OF SUPERVISOR
B) **Job Orientation** (cont'd)	INTERVIEW (cont'd)	- Pay and Benefits, explain: - pay and increments, overtime policy, etc.; - insurance and medical plans, etc.; and - leave (sick and annual). - Ask about the employee's previous experience and his/her knowledge of the work. This will allow the supervisor some basis for on-the-job training. - Open channels for communication, encourage the employee to come to you, the supervisor, with his/her problems. - Ensure introductory/transfer forms, etc. are completed and submitted.
C) **Familiarization With Unit**	GENERAL TOUR	- Introduce to fellow workers and unit supervisor, where applicable. - Introduce trainer (if a trainer is necessary). - Familiarization with work area, tour of related units. - Ensure personal comfort - knows whereabouts of wash-rooms, locker, local maps, eating areas, parking, and first aid equipment. - Introduce to local contacts, e.g. Crown prosecutor,

		court officials, etc.
D) **Familiarization With Region**	EMPLOYEE FROM MINORITY LANGUAGE GROUP (UNILINGUAL PROVINCE)	- Inform the employee of the places where French/English is spoken, e.g. schools, churches, businesses, local franco- phone/anglophone associations, and bilingual colleagues.

6125 2000-02-04

STATE	LINK	ACTIONS OF SUPERVISOR
E) **Trainer**	* A PERSON THAT WILL ASSIST IN ON-THE-JOB TRAINING & FAMILIARIZATION	- Ensure the trainer knows your standards and what you expect in the way of training and guidance.
F) **On-the-job Training**	SPECIFIC REQUIREMENTS	- Directives - Confirm Familiarization with, - Radio - Copy equipment - CPIC Terminal - Breathalyzer, etc.
G) **Follow-up**	RE-INTERVIEW (TIMING LEFT TO DISCRETION OF SUPERVISOR)	- Discuss employee's adjustment. - Does the employee have any complaints? - Do you have any complaints re: quality, output, standards? (Discuss)
This session allows the opportunity for correction and understanding in the orientation process.		

NOTE: Proper orientation will require frequent supervisor/employee contact to ensure the employee is fully aware of his/her responsibilities and is actually learning. This orientation plan should not be used as a check-off list, but as a base to develop specific plans peculiar to the location and circumstances.

4787 1992-12-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. I.6. Community Activities

Directive Amended: 2013-01-02

For information regarding this policy, contact Musical Ride Br. and Contract and Aboriginal Policing at [redacted]

1. Policy

2. General

3. Support of Community Activities

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1. Policy

1. 1. Every member will foster a spirit of goodwill between the RCMP and the community.

1. 2. In all contact with the community, every member will behave so as to earn respect for himself/herself and the RCMP.

1. 3. Every member will respect the language, customs, dress, and cultural activities of ethnic groups.

1. 4. A member who represents the RCMP at a corporate-sponsored event should not be photographed, filmed or positioned in a location that would associate the member with the sponsor.

2. General

2. 1. The use of horses for operational duties is not permitted.

3. Support of Community Activities

3. 1. Charitable Campaigns

3. 1. 1. For charitable campaigns, see ch. I.12.

3. 2. Participation in a Parade or Procession

3. 2. 1. If a member is asked to appear on horseback in a parade or procession, he/she must submit a memo to division headquarters, stating the nature of the request, who made it, and briefly outline particulars of the event or occasion for which participation is requested. Division headquarters will only grant the request if:

3. 2. 1. 1. the occasion is appropriate;

3. 2. 1. 2. the member has completed a tour of duty with the Musical Ride;

EXCEPTION: The CO/delegate may grant permission if a member demonstrates he/she has extensive riding ability.

3. 2. 1. 3. the participation is restricted to public-relations duties and does not involve operational patrol or enforcement duties; and

3. 2. 1. 4. the dignity befitting the RCMP is ensured, i.e. the mounted members will:

3. 2. 1. 4. 1. lead the parade, procession or occupy a position of prominence;

3. 2. 1. 4. 2. not flank or escort official cars;

3. 2. 1. 4. 3. not carry lances;

3. 2. 1. 4. 4. wear Review Order, full Sam Browne and brown gloves;

3. 2. 1. 4. 5. use ceremonial tack; and

3. 2. 1. 4. 6. use black or dark brown horses which have proven ability and experience in a parade or procession.

3. 2. 2. All other requests for participation in a parade or procession will be handled at the local level.

EXCEPTION: If there is any possibility that such participation could reflect adversely on the image or reputation of the RCMP, the request must be submitted by memo to the CO, for a decision.

3. 3. Musical Ride

3. 3. 1. The RCMP Musical Ride provides public relations and ceremonial service in support of the Police-Community Relations Program.

3. 3. 1. 1. The prime time period for Musical Ride appearances, June 15 to September 15, is generally reserved for tours in Canada.

3. 3. 2. A request for an appearance by the Musical Ride, must be submitted by memo to:

OIC Musical Ride Branch
Royal Canadian Mounted Police

1200 Vanier Parkway
Ottawa, ON, K1A 0R2

References

- OM ch. I.1., Prevention

Date Modified: 2013-01-02

7. AUDIT AND EVALUATION PROGRAMS

A. ORIGINATOR

A. 1. Internal Audit, Evaluation and Review.

B. REFERENCES

B. 1. *RCMP Act*, sec. 21(2)(b).

B. 2. Treasury Board of Canada Secretariat:

B. 2. a. Evaluation Policy (2001),

B. 2. b. Internal Audit Policy (2001),

B. 2. c. *Results for Canadians*,

B. 2. d. *Integrated Risk Management Framework*, and

B. 2. e. Policy on Active Monitoring.

B. 3. *Financial Administration Act*, sec. 7(1)(a).

B. 4. RCMP Internal Audit Charter.

Amended 2007-09-27

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. The RCMP will maintain an effective, independent and objective Internal Audit function that is properly resourced to provide sufficient and timely risk-based assurance and consulting services on its risk management strategy and practices, management control frameworks and practices, and on information used for decision-making and reporting. The results of internal audits will be incorporated into the priority setting, planning and decision-making processes of the RCMP and will be reported in a timely manner that is accessible to the public in both official languages.

D. 2. The RCMP will maintain an effective, independent and objective Evaluation function that will assess in a rigorous and objective manner, the results of strategies, policies, programs, and initiatives in order to provide management with information to make sound, more effective decisions on policies, programs and initiatives, and to establish and adjust resource allocation as well as support priority setting activities.

D. 3. The RCMP will have an effective risk-based Management Review and Quality

Assurance Program that monitors the internal quality of operational, administrative and financial responsibilities focusing on high-risk activities and ultimately supporting accountability throughout the RCMP.

E. GENERAL

E. 1. The Audit and Evaluation functions support the overall governance process within the RCMP by providing management with an independent monitoring function that helps ensure that the objectives of the RCMP are being effectively and efficiently accomplished and that the risks to these objectives are adequately controlled. It supports the RCMP's commitment to continuous management improvement and accountability for results.

E. 2. The Management Review and Quality Assurance Program also supports the governance processes with the RCMP by providing regional, divisional or business line management with risk-based assessments of administrative, financial and operational practices to support the achievement of RCMP objectives and priorities.

E. 3. Other reviews are conducted throughout the RCMP. These include, but are not limited to regional reviews, CPIC audits, Internal Control Unit reviews, and program reviews. These reviews are an important part of any ongoing program management cycle and are intended to provide performance information regarding regional or business line operations. These types of reviews are not included in this chapter. The groups initiating and conducting these reviews are responsible for the quality of the work undertaken.

F. INTERNAL AUDITS

F. 1. General

F. 1. a. Audit and Evaluation conducts audits employing the *Standards for the Professional Practice of Internal Auditing* as set forth by the Institute of Internal Auditors as well as the Treasury Board of Canada Secretariat policy on Internal Audit. This involves providing assurance and consulting services on:

1. risk management strategies and practices;

2. management control frameworks, systems and practices; and

3. information for decision-making and reporting.

F. 1. b. Audit and Evaluation ensures its operations comply with the *Access to Information Act*, the *Privacy Act*, and the *Official Languages Act* when required to provide information to the public. Internal audits will be completed in a timely manner and made accessible to the public in both official languages.

F. 1. c. Audit activities initiated by the Office of the Auditor General (OAG) and the Commissioner of the Environment and Sustainable Development are

coordinated through Audit and Evaluation.

F. 1. d. Further details on Audit and Evaluation responsibilities are outlined in the *Internal Audit Charter for the RCMP*. See App. I-7-1.

F. 2. **Audit Committee**

F. 2. a. The Audit Committee is chaired by the Commr. and is composed of all D/Commr., the Chief Information Officer, the Chief National Police Services, and the Chief Human Resources Officer.

F. 2. b. The Audit Committee provides functional guidance to the Internal Audit function and approves the risk-based audit plan, the resulting reports and the management action plans contained within the reports.

F. 2. c. Further information on the roles and responsibilities of the Audit Committee are outlined in the *Internal Audit Charter for the RCMP*. See App. I-7-1.

F. 3. **Senior Management**

F. 3. a. When requested by Audit, senior management will:

1. contribute to the preparation of the annual risk-based audit plan in support of ensuring plans address the areas of highest risk and significance;

2. ensure that Audit and Evaluation auditors have access to all files, records, reports, documents, facilities, sites, and equipment necessary to fulfill their responsibilities, and that all personnel cooperate with the auditors in the conduct of audit work;

3. assess the accuracy of draft audit reports where they or their sectors were involved in the auditing process;

4. submit corrective action plans for recommendations outlined in the audit reports;

   NOTE: These action plans should be timely and will form part of the final reports submitted to the Audit Committee for approval.

5. oversee the implementation of action plans and submit periodic status reports indicating progress, as requested; and

6. prepare briefs, with the assistance of Audit and Evaluation, for the Commr. and Minister relating to internal audit reports, as required.

F. 3. b. For audits from the OAG or the Commissioner of the Environment and Sustainable Development, senior management will:

1. ensure OAG auditors have access to information that relates to the fulfillment of their responsibilities;

2. assist Audit and Evaluation in their liaison role by ensuring an internal audit representative is invited to attend any formal meetings where major audit findings will be discussed;

3. participate, as required, in the clearance process for draft OAG chapters by validating the factual content in the chapters and providing timely comments to Audit and Evaluation for consolidation into the departmental response to the OAG;

4. in coordination with Audit and Evaluation, prepare briefs to the Commr. and Minister relating to OAG activities; and

5. maintain the confidentiality of material by complying with the distribution and photocopy restrictions with the OAG draft chapters.

Chapter Rewrite 2004-12-20

G. EVALUATION - moved to ch. 26.2. 2011-05-11

Amended 2011-05-11

H. MANAGEMENT REVIEW AND QUALITY ASSURANCE PROGRAM

H. 1. General

H. 1. a. The Management Review and Quality Assurance Program is intended to help a commander/manager identify and monitor high-risk activities faced by their units. It is a continuous process of internal control consisting of management reviews and ongoing quality assurance assessments. It takes a risk-based approach by assessing two basic factors: the likelihood that something could go wrong; and the impact if something did go wrong. The objective is to ensure that appropriate controls are in place to manage those areas that constitute the greatest risk to the achievement of objectives. Quality assurance is conducted within a unit whereas management reviews are independent assessments of the management and performance of a unit.

H. 1. b. Employees conducting these assessments will have unrestricted access to all RCMP records, property and personnel, with the exception of pardon records, members' medical records and officers' discipline records. The provisions of the *Access to Information Act*, the *Privacy Act* and Security policies and procedures will be followed.

H. 2. Responsibilities

H. 2. a. Audit and Evaluation is responsible for:

1. developing policies and procedures and an adequate framework for the Management Review and Quality Assurance Program which includes, but is not limited to, national policies, handbooks, guides, communications

material;

2. coordinating the development of adequate tools (policy guides, etc.); and

3. monitoring the effectiveness of the Management Review and Quality Assurance Program.

H. 2. b. Each regional D/Commr. will establish and maintain an adequately resourced Regional Review Group to promote and monitor the effective implementation of the Management Review and Quality Assurance Program.

H. 2. c. A regional review committee, chaired by the regional D/Commr., and consisting of members appointed at the discretion of the chairperson, will meet regularly to:

1. monitor and review the overall results of the management reviews,

2. ensure that quality assurance is implemented within the region/divisions,

3. approve and monitor regional review plans, and

4. ensure that adequately trained resources are available to meet the demands of the regional review plan.

H. 2. d. National Headquarters policy centers will ensure that review guides are maintained and reflect current RCMP and Government policies and procedures as they affect the operations and administration of the RCMP.

H. 2. e. All COs, directors general and regional program managers will implement and maintain management review and quality assurance processes within their area of responsibility.

H. 3. **Management Review**

H. 3. a. A management review assesses the adequacy and effectiveness of a unit's management, and where appropriate, investigative performance. It consists of objective assessments aimed on those tasks that support good management such as the principles outlined in Modern Comptrollership (i.e. strategic leadership, rigorous stewardship, mature risk management, integrated performance information, shared values and ethics, clear accountability, and motivated people) as well as the application of the Operations model and the adequacy and effectiveness of quality assurance.

H. 3. b. Pursuant to H.1.a., a documented annual risk assessment must be performed to determine those units of highest risk that would most benefit from a management review. A management review should be conducted by someone not directly responsible for the operations of the unit.

H. 3. c. The standards for conducting a risk assessment and subsequent management review are outlined in the *Management Review Handbook*.

H. 4. **Quality Assurance**

H. 4. a. Pursuant to D.3., quality assurance is a documented risk-based assessment of internal control.

H. 4. b. A commander/manager will continuously monitor and assess the risks faced by their unit. A documented annual risk assessment must be performed to determine those activities of highest risk that would most benefit from a quality assurance.

H. 4. c. The standards for conducting a risk assessment and quality assurance reviews are outlined in the *Quality Assurance Handbook*.

Chapter Rewrite 2004-12-20

ADMIN. MANUAL
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INTERNAL AUDIT CHARTER FOR THE RCMP

1. **Mission and Scope of Work**

   a. The mission of Internal Audit in the RCMP is to provide independent, objective assurance and consulting services to senior management in order to add value and improve RCMP operations.

   b. Consistent with the Treasury Board of Canada Secretariat Policy on Internal Audit, the mandate of Audit and Evaluation is to provide risk-based assurance services to senior management on the soundness of:

      1. risk management strategies and practices;

      2. management control frameworks, systems and practices; and

      3. information for decision making and reporting.

   c. The scope of work for Internal Audit is to determine whether the RCMP's risk management and control frameworks and governance processes, are adequate and functioning in a manner to ensure that:

      1. risks are appropriately identified and managed;

      2. significant financial, managerial and operating information is accurate, reliable and timely;

      3. activities are in compliance with policies, standards, procedures, and applicable laws and regulations;

      4. resources are acquired economically, used efficiently and adequately protected;

      5. programs, plans and objectives are achieved;

      6. quality and continuous improvement are fostered in the RCMP's control process; and

      7. significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.

   d. Opportunities for improving management control, providing advice, and the identification of best practices may also be identified during audits. They will be communicated to the appropriate level of management in a timely manner.

2. **Accountability**

   a. The Director General of Audit and Evaluation, in the discharge of his/her duties, shall be accountable to the Commr. and the Audit Committee to:

      1. provide assessments on the adequacy and effectiveness of the RCMP's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work;

      2. report significant issues related to the processes for controlling RCMP activities, including potential improvements to those processes and provide information concerning such issues through resolution;

      3. periodically provide information on the status and results of the annual audit plan and the sufficiency of Audit and Evaluation resources to meet its mandate and objectives; and

      4. coordinate with other control and monitoring functions such as risk management, compliance, security,

legal, ethics, environmental, and external audit (OAG).

3. **Independence**

a. Internal Audit personnel report to the Director General of Audit and Evaluation, who reports functionally to the Commr. of the RCMP and the members of the Audit Committee and administratively to a member of the Senior Executive Committee. Internal Audit's independence is assured through the functional reporting relationships to the Commr. and the Audit Committee.

4. **Responsibility**

a. The Director General of Audit and Evaluation and Internal Audit staff have responsibility to:

1. develop a risk-based audit plan;
2. submit the risk-based audit plan to the Audit Committee for review and approval on an annual basis;
3. implement the audit plan, as approved, including, as appropriate, any special tasks or ad hoc projects requested by management and the Audit Committee that do not adversely impact on the audit plan;
4. maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter;
5. issue periodic reports to the Audit Committee and management summarizing results of audit activities;
6. keep the Audit Committee informed of emerging trends and successful practices in internal auditing;
7. provide a list of significant measurement goals and results to the Audit Committee (Audit and Evaluation Balanced Scorecard);
8. consider the scope of work of the OAG, facilitate the OAG audit process including access to information and resources, establish clear channels of communication and promote accurate and timely response to the OAG reports; and
9. perform audit work with due professional care and be alert to the possibilities of intentional wrongdoing and report such to the proper authorities.

5. **Authority**

a. The Director General of Audit and Evaluation and Internal Audit staff are authorized to:

1. have unrestricted access to all functions, records, property, and personnel;
2. have full and free access to the Commr. and the members of the RCMP's Audit Committee; and
3. allocate resources, select objectives and determine scopes of work in consultation with management, and apply the *Standards for the Professional Practice of Internal Auditing* required to accomplish audit objectives.

6. **Standards of Audit Practice**

a. Audit and Evaluation will meet or exceed the *Standards for the Professional Practice of Internal Auditing* of the Institute of Internal Auditors.

7. **Roles and Responsibilities** (1)

a. The role of the Audit Committee is to:

1. provide advice and counsel to assist the Commr. in discharging his/her responsibilities for risk management, the design and operation of management control frameworks, and the quality of financial and

other
performance information used for decision making;

2. ensure that the results of internal audits are incorporated into the RCMP's priority setting, planning and decision-making processes;

3. strengthen the independence and effectiveness of the internal audit function;

4. emphasize the accountability of managers;

5. provide the Commr. with advice on the impacts of government-wide initiatives aimed at improving manage-
ment practices; and

6. facilitate communication between senior management, the internal audit function, central agencies and the OAG.

b. The responsibilities of the Audit Committee are as follows:

1. to review and approve RCMP Internal Audit policy;

2. to approve the annual internal audit plan and budget;

3. to approve proposed final Internal Audit reports, and the management action plans developed to address
the recommendations made in these reports;

4. to approve management action plans developed to address the recommendations contained in reports of
the OAG;

5. to monitor the adequacy and timeliness of actions taken in relation to management action plans;

6. to identify the implications of audit-related issues and priorities raised by central agencies and other government organizations; and

7. to monitor the performance of the Internal Audit function.

8. **Frequency of Meetings**

a. The Audit Committee will meet on a semiannual basis and/or as required.

(1) Based on Internal Audit Policy, *Appendix C - Guidelines for Departmental Internal Audit Committees*, Treasury
Board of Canada Secretariat.

Chapter Rewrite 2004-12-20

1. RECRUITING

A. **ORIGINATOR**

A. 1. National Recruiting Program, National Staffing and Recruiting Services .

B. **REFERENCES - moved to ch. 23. General 2008-05-13**

C. **COMMISSIONER'S STANDING ORDERS - moved to ch. 23. General 2008-05-13**

D. **POLICY**

D. 1. **- moved to ch. 23. General 2008-05-13**

D. 2. **- moved to ch. 23. General 2008-05-13**

D. 3. **- moved to ch. 23.11. 2008-05-13**

D. 4. **- moved to ch. 23. General 2008-05-13**

D. 5. **- moved to ch. 23.13. 2008-05-13**

D. 5. a. **- moved to ch. 24.2. 2008-05-13**

Amended 2008-05-13

D. 6. **- moved to ch. 25.5. 2009-04-24**

Amended 2009-04-24

D. 7. **- moved to ch. 23.2. 2008-05-13**

D. 8. **- moved to ch. 23. General 2008-05-13**

D. 9. **- moved to ch. 23.3. 2008-05-13**

D. 10. **- moved to ch. 23. General 2008-05-13**

D. 11. **- moved to ch. 23.6. 2008-05-13**

E. **GENERAL - moved to ch. 23.3. 2008-05-13**

F. **RECRUITING CYCLE - moved to ch. 23.3. 2008-05-13**

G. **DESIGNATED GROUP APPLICANTS - moved to ch. 23.3. 2008-05-13**

H. **APPLICATION**

H. 1. **General**

H. 1. a. **- moved to ch. 23.2. 2008-05-13**

H. 1. b. **- moved to ch. 23. General 2008-05-13**

H. 2. **Initial Contact**

H. 2. a. **- moved to ch. 23.2. 2008-05-13**

H. 2. b. **- moved to ch. 23.2. 2008-05-13**

H. 2. c. **- moved to ch. 23. General 2008-05-13**

H. 2. d. **- moved to ch. 23. General 2008-05-13**

Amended 2008-05-13

H. 2. e. **- moved to ch. 25.4. 2009-04-24**

Amended 2009-04-24

H. 3. **Information Session - moved to ch. 23.2. 2008-05-13**

H. 4. **Other Applicants for RM Positions - moved to ch. 24.2., 24.3. and 24.4. 2008-05-13**

I. **RCMP POLICE APTITUDE BATTERY (RPAB) - moved to ch. 23.2. 2008-05-13**

J. **RANKING SYSTEM**

J. 1. **General - moved to ch. 23.3. 2008-05-13**

J. 2. **Initial Ranked List - moved to ch. 23.3. 2008-05-13**

J. 3. **Selection from the Initial Ranked List - moved to ch. 23.3. 2008-05-13**

J. 4. **Post-Interview Ranked List - moved to ch. 23.6. 2008-05-13**

J. 5. **Conditional Offer of Enrollment - moved to ch. 23.11. 2008-05-13**

K. **PHYSICAL ABILITIES REQUIREMENT EVALUATION**

K. 1. **General - moved to ch. 23.4. 2008-05-13**

K. 2. **Administration of PARE - moved to ch. 23.4. 2008-5-13**

K. 3. **Testing in a Remote Area - moved to ch. 23.4. 2008-05-13**

L. **SUITABILITY/SECURITY INTERVIEW - moved to ch. 23.6. 2005-05-13**

M. **PERSONAL CONDUCT**

M. 1. **Offences - moved to ch. 23.10. 2008-05-13**

M. 2. **Non-medical Use of Drugs - moved to ch. 23.10. 2008-05-13**

M. 3. **Conflict of Interest**

M. 3. a. **General - moved to ch. 23.12. 2008-05-13**

M. 3. b. **S&P Interviewer - moved to ch. 23.6. 2008-05-13**

M. 3. c. **HRO/Delegate - moved to ch. 23.6. 2008-05-13**

N. **MEDICAL/DENTAL EXAMINATIONS**

N. 1. **General - moved to ch. 23.9. 2008-05-13**

N. 2. **Initial Medical - moved to ch. 23.9. 2008-05-13**

N. 3. **Final Medical - moved to ch. 23.9. 2008-05-13**

O. **SUITABILITY/SECURITY/RELIABILITY INVESTIGATION**

O. 1. **General - moved to ch. 23.8. 2008-05-13**

O. 2. **Background Checks - moved to ch. 23.8. 2008-05-13**

O. 3. **References and Sources - moved to ch. 23.8. 2008-05-13**

O. 4. **Education/Employment Verification - moved to ch. 23.8. 2008-05-13**

O. 5. **Division Recruiting NCO - moved to ch. 23.8. 2008-05-13**

P. **ENROLLMENT OF CADETS**

P. 1. **General - moved to ch. 23.11. 2008-05-13**

P. 2. **Div. Recruiting NCO**

P. 2. a. - P.2.f. **- moved to ch. 23.11. 2008-05-13**

P. 2. g. **- moved to ch. 23.13. 2008-05-13**

P. 3. **Attesting Officer - moved to ch. 23.11. 2008-05-13**

P. 4. **IC Human Resources, "Depot" Division - moved to ch. 23.12. 2008-05-13**

Q. **ENGAGEMENT - moved to ch. 23.13. 2008-05-13**

Amended 2008-05-13

R. **ABORIGINAL CADET DEVELOPMENT PROGRAM - moved to ch. 24.9. 2013-06-20**

Amended 2013-06-20

S. **CM AND S/CST. MEMBERS**

S. 1. **General**

S. 1. a. to S. 1. b. **- moved to ch. 25. General 2009-04-24**

S. 1. c. **- moved to ch. 25.3. 2009-04-24**

S. 1. d. to S. 1. e. 3. **- moved to ch. 25. General 2009-04-24**

S. 1. f. If the Delegated Manager for HR/delegate is satisfied that the applicant is not considered for a transfer to duties other than those for which the applicant was specifically engaged, form 1980 will be accepted with the "Agreement to Serve Anywhere in Canada" portion The reasoning should be documented.

S. 1. g. **- moved to ch. 25. General 2009-04-24**

S. 1. h. For the recruiting of Telecommunications Operations (LES-TO-02) applicants, see App. II-1-3.

S. 2. **Reserved**

S. 3. **S/Cst. Member**

S. 3. a. An applicant must provide the following:

1. grade 12 diploma or equivalency certificate;
2. valid unrestricted Canadian driver's licence;
3. valid first-aid certificate;
4. PARE certificate completed in four minutes;
5. birth certificate or Canadian citizenship card;
6. keyboarding/typing certificate from an educational institution attesting to the applicant's ability to type a minimum of 18 words per minute without any errors;
7. certified transcript of college or university marks, if applicable; and
8. resume outlining specialized qualifications.

S. 3. b. Applicant must:

1. write ability/aptitude test, as determined by the National Recruiting

Program, and as specified in the job advertisement;

2. attend a suitability interview specifically designed for applicants;

3. undergo a security interview and field investigation; and

4. undergo a full medical and psychological testing.

S. 4. **Technical Assessment**

S. 4. a. The technical assessment is conducted by an assessor who is thoroughly familiar with the requirements of the position.

S. 4. b. The technical assessment for a centralized position is coordinated by Central Region - Ottawa, Staffing and Personnel Section.

S. 5. **Responsibilities**

S. 5. a. **Member**

1. Inform a prospective applicant to forward a resume to the divisional Staffing and Personnel Section together with a covering letter.

S. 5. b. **Divisional Recruiting/Staffing and Personnel NCO/Delegate**

1. If the position is centralized, forward all correspondence including the curriculum vitae/resume to Staffing and Personnel Section, Central Region - Ottawa. Forward an interim reply to the candidate.

   NOTE: If an applicant is located outside the NCR, Divisional Recruiting/ Staffing and Personnel may be required to provide assistance to Staffing and Personnel, Central Region - Ottawa in the application process.

2. If an applicant is applying for a decentralized position that requires a technical assessment, and the position is released for recruiting action, make the necessary arrangements.

3. Ensure you have copies of documents verifying that the applicant meets the basic qualifications, the applicant's curriculum vitae/resume, and form 3500.

4. If the position requires the use of both official languages, ensure an SLE is conducted. For all other language assessments, make the necessary arrangements.

5. To avoid unnecessary travel by the applicant or interviewer, make every effort to coordinate the technical assessment, and the suitability/security interview.

S. 5. c. **Technical Assessor**

1. Use form 1740 or 3841 to conduct the technical assessment.

2. Deal specifically with the technical qualifications.

   NOTE: The personal suitability, security and reliability issues will be dealt with by your staffing and personnel section.

3. Once the candidate is selected, the hiring manager or technical assessor should determine the starting salary.

   NOTE: Conditions for above-minimum rates of pay are found on form 2598 which is to be used for obtaining authorization from the CO/Director/delegate.

Amended 2014-04-02

T. **RESERVED**

Amended 2008-05-13

U. **UNDERFILL ENGAGEMENTS - moved to ch. 25.5. 2009-04-24**

Amended 2009-04-24

V. **SUPERNUMERARY SPECIAL CONSTABLES**

V. 1. **General - moved to ch. 24.7. 2008-05-13**

V. 2. **Administration - moved to ch. 24.7. 2008-05-13**

V. 3. **Training - moved to ch. 24.7. 2008-05-13**

Amended 2008-05-13

AM - ch. II.10. Part-time Employment

Directive Amended: 2014-09-04

For information regarding this policy, contact National Staffing Program or National Compensation Services, Human Resources Sector.

1. Staffing
2. General

- App. II-10-1 Sample Memorandum of Agreement (MOA) - Between Member's Name and the RCMP
- App. II-10-2 Pay and Benefits Summary
- App. II-10-3 Example of Calculation to Determine Completed Years of Service

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1. Staffing

1. 1. Policy

1. 1. 1. This chapter applies to RMs and CMs.

1. 1. 2. A CO/DG/delegate may approve part-time employment for RCMP members.

1. 1. 3. Part-time employment may be used/terminated to meet operational requirements.

1. 1. 4. Part-time employment may be considered to address specific needs of full-time members on a limited time basis.

1. 1. 5. Part-time employment for members applies when normal hours of work average 12 or more, but less than 40 hours a week. Job sharing is considered part-time employment.

1. 1. 6. The number of part-time positions will not exceed three per cent of a division's establishment unless otherwise approved by the CO/DG.

1. 1. 7. RCMP recruiting standards must be met when hiring members for part-time positions.

1. 1. 8. All classification and staffing directives that apply to full-time employment apply to part-time employment including, but not limited to, regularly scheduled annual performance evaluations and workforce adjustment.

1. 1. 9. For the Memorandum of Agreement (MOA) of part-time employment, see App. II-10-1.

1. 1. 10. Members will be subject to all other laws, rules, regulations, and orders that apply to the RCMP, including, but not limited to, Discipline (XII.6.), Code of Conduct (XII.4.), Conflict of Interest (Part XVII), and RCMP Long Service Medal Regulations (App. 22-4-1).

1. 1. 11. Part-time members are entitled to RCMP health service benefits, as outlined in XIV.1.

1. 1. 11. 1. All other health costs which relate to the occupational health surveillance requirement of employment, including but not limited to, periodic health assessments, special medical evaluations, screening tests, as outlined in II.19., are covered by the RCMP.

1. 1. 11. 2. To qualify for a medical pension at RCMP expense, any duty-related pensionable condition must be directly and clearly linked and related to the performance of duties as an RCMP member.

1. 1. 12. Members must continue to keep their applicable annual qualifications and mandatory training current.

1. 1. 13. When part-time members resign or retire, the discharge process applies, including the submission of Form 1733.

1. 2. Transfer and Promotion

1. 2. 1. Part-time members may compete for full-time positions or promotional job opportunities on the understanding that their part-time hours will cease upon appointment.

1. 2. 2. When a vacant part-time position is created within a division, the position will first be advertised within the respective division/region.

1. 2. 3. Part-time service for promotional opportunities will be pro-rated, e.g. a member will require two years at 20 hours a week to acquire one year's service, or one year's experience in the rank.

1. 3. Roles and Responsibilities

1. 3. 1. CO/DG/DMHR/Delegate

1. 3. 1. 1. The CO/DG/delegate is responsible for monitoring and approving the use of part-time employment.

1. 3. 1. 2. In consultation with the line officer, the CO/DG/delegate may create part-time positions and part-time employment of limited duration for full-time members.

1. 3. 1. 3. The Delegated Manager for HR (DMHR)/delegate is responsible for ensuring that members on part-time employment receive required training and qualifying courses.

1. 3. 1. 4. The DMHR/delegate will ensure the member receives a statement outlining his/her pay and benefits. See sec. 2., and App. II-10-2.

1. 3. 1. 5. An MOA, signed by the CO/DG/delegate and the member, outlining the details of the agreement will be provided to the member. See App. II-10-1.

1. 3. 2. Line Officer

1. 3. 2. 1. Where operational requirements allow for the creation of part-time positions, the line officer will make a recommendation in writing to the CO/DG/delegate for approval. If the request is denied, the member must be notified in writing.

1. 3. 3. Member/Supervisor

1. 3. 3. 1. A member who seeks consideration for part-time employment will apply in writing through his/her supervisor. The supervisor will forward the request along with his/her recommendation, through appropriate reporting channels, to the CO/DG/delegate for approval stating:

1. 3. 3. 1. 1. the reason for the request,

1. 3. 3. 1. 2. the proposed total weekly hours to be worked,

1. 3. 3. 1. 3. the duration of the requirement to work part-time,

1. 3. 3. 1. 4. anticipated scheduling limitations,

1. 3. 3. 1. 5. variables to be addressed,

1. 3. 3. 1. 6. alternatives to be considered, and

1. 3. 3. 1. 7. how he/she intends to meet operational requirements.

1. 3. 3. 2. If the part-time working arrangement is approved, the member must sign an MOA that outlines the terms and conditions of his/her part-time hours. See App. II-10-1. This MOA may be modified as and when working conditions and hours of work change.

1. 3. 3. 3. The member is responsible for keeping his/her career interests current and required qualifications up to date. See sec. 1.3.1.3.

1. 3. 3. 4. The member is responsible for ensuring that he/she fully understands the impact of part-time hours, including but not limited to, the impact on pay and benefits. See sec. 2.

2. General

2. 1. Compensation

2. 1. 1. For additional information and details of benefits on termination of employment, call 1-800-661-7595, or visit the RCMP Pension & Benefits Solutions website.

2. 1. 2. For a summary of pay and benefits, see App. II-10-2.

2. 1. 3. A person on LWOP is not entitled to compensation, unless otherwise noted.

2. 1. 4. All expended leave credits must be recorded on the HRMIS/HR On-line Leave System.

2. 2. Pay

2. 2. 1. Regular Pay Entitlements

2. 2. 1. 1. The following pay entitlements are calculated in the same manner as for a full-time member, taking into account the assigned hours worked:

2. 2. 1. 1. 1. salary, see NCM ch. 1.1., sec. 1.7.;

2. 2. 1. 1. 2. promotions, transfers and demotions: for an RM, see II.4.F., or for a CM, see II.4.G. and;

2. 2. 1. 1. 3. acting pay: see II.4.J.1. and CMM ch. 4., sec. 3.

2. 2. 2. Pay Increments

2. 2. 2. 1. Part-time service is subject to the same conditions as full-time service for the purpose of pay increments. See II.4.F.3. and II.4.G.3.

2. 2. 2. 1. 1. A member working part-time will be eligible to a pay increment after completing one year of part-time service. The increment commences on the first day of the pay period that the anniversary date occurs.

2. 2. 3. Overtime

2. 2. 3. 1. A part-time member will receive overtime compensation as indicated in the following:

Examples: Part-time regular shift of 10 hrs. or 8 hrs.

Total Shift Worked - 08:00 to 20:00 = 12 hours	
Part-time regularly scheduled shift - 08:00 to 18:00 = 10 hours	Overtime 18:00 to 20:00 = 2 hours

Part-time regularly scheduled shift - 08:00 to 16:00 = 8 hours	Overtime 16:00 to 20:00 = 4 hours
Rate of straight time	**Rate of time and one half**

2. 2. 3. 2. When a shift is less than eight hours, the hours between the end of a regularly scheduled shift and eight hours are additional hours paid at straight time.

Example: Part-time regular shift of 5 hours

Total Shift Worked - 08:00 to 20:00 = 12 hrs.		
Part-time hours - 08:00 to 13:00 = 5 hours	Additional hours - 13:00 to 16:00 = 3 hours	Overtime - 16:00 to 20:00 = 4 hours
Rate of straight time		**Rate of time and one half**

2. 2. 3. 3. A part-time member is entitled to lieu time off (LTO), or payment at a rate of two times for overtime worked on a scheduled RTO as indicated at NCM ch. 2.1., sec. 3.3.

2. 2. 3. 4. For compensation for working a designated paid holiday, see sec. 2.4.3.2.

2. 2. 4. Meal Period not Taken

2. 2. 4. 1. For a meal period not taken, see NCM ch. 2.7., sec. 5.3.

2. 2. 5. Bilingualism Bonus

2. 2. 5. 1. See II.6.Q.

2. 2. 6. Severance Pay

2. 2. 6. 1. A member will be paid in accordance with the provisions outlined in II.4.J.3.

2. 2. 6. 2. The period of continuous employment will be determined by converting the part-time service into full-time service. See the example outlined in App. II-10-3.

2. 2. 7. Isolated Posts and Government Housing Directive

2. 2. 7 .1. For entitlements, see the National Joint Council Directive.

2. 2. 8. Maternity/Parental Benefit

2. 2. 8. 1. A member working part-time during the six-month period preceding the commencement of maternity/parental leave will receive a pro-rated benefit. See App. II-10-2.

2. 2. 8. 2. For maternity and parental allowance conditions, see Part 21.

2. 2. 9. Death Benefits

2. 2. 9. 1. Death benefit entitlements, including the following, are outlined in II.8.

2. 2. 9. 1. 1. For funeral and burial expenses, see ch. II.8., sec. 8.;

2. 2. 9. 1. 2. For death gratuity, see ch. II.8., sec. 2.4.1.5.; and

2. 2. 9. 1. 3. For balance in month of death, see ch. II.8., sec. 2.4.1.6.

2. 2. 10. Other Pay and Allowances

2. 2. 10. 1. A part-time member may receive the following entitlements:

2. 2. 10. 1. 1. For Air Services Pay/Allowance, see II.4.J.2.;

2. 2. 10. 1. 2. Operational Clothing Allowance, see NCM ch. 2.8., sec. 6;

2. 2. 10. 1. 3. Service Pay Allowances, see NCM ch. 2.8., sec. 7;

2. 2. 10. 1. 4. Senior Constable Provisional Allowance, see NCM ch. 2.8., sec. 8; and

2. 2. 10. 1. 5. Shift Premium, see NCM ch. 2.7., sec. 5.4.

2. 2. 11. Lieu Time Off

2. 2. 11. 1. For lieu time off benefits, see NCM ch. 2.7., sec. 2.

2. 3. Insurance

2. 3. 1. Employment Insurance

2. 3. 1. 1. For employment insurance benefits, consult the Service Canada website.

2. 3. 2. Insurance Benefits

2. 3. 2. 1. Insurances apply to a part-time member who works a minimum average of 12 hours a week. See II.7.

2. 4. Leave

2. 4. 1. Annual Leave

2. 4. 1. 1. A part-time member earns annual leave as in App. II-10-2.

2. 4. 2. Sick Leave

2. 4. 2. 1. For sick leave benefits, see ch. 19.3., sec. 2.24.

2. 4. 3. Prescribed Designated Paid Holiday

2. 4. 3. 1. For part-time member entitlements, see NCM ch. 2.2., sec. 1.5.

2. 4. 3. 2. When a part-time member works on a day prescribed as a Designated Paid Holiday (DPH), the member will be paid at time and one half of the straight time rate of pay for all hours worked.

2. 4. 4. Compassionate/Personal Leave

2. 4. 4. 1. All forms of compassionate/personal leave are granted on a pro-rated basis, unless indicated otherwise. See II.5.I.

2. 4. 4. 2. Bereavement leave will apply in the same manner as for a full-time member. See II 5.I.4.c.

2. 4. 5. Leave Without Pay

2. 4. 5. 1. Leave without pay (LWOP) will apply in the same manner as for a full-time member, as outlined in II.5.L.

2. 4. 5. 2. Special leave will apply in the same manner as for a full-time member, with the exception that special leave with pay and allowances will only be paid for assigned work hours. See ch. 20.3.

2. 5. Superannuation and Other Related Allowances

2. 5. 1. Superannuation

2. 5. 1. 1. A member must work a minimum average of 12 hours a week to be eligible to contribute to the RCMP Pension Fund.

2. 5. 1. 2. Only the established hours of work as set out in the MOA may be recognized for pension purposes.

2. 5. 1. 3. If a member works more than the assigned hours of work, the additional hours are not pensionable.

2. 5. 1. 4. If a member works less than the assigned hours of work, the pension contributions will still be based on the assigned workweek.

2. 5. 1. 5. When a member works more or less than the assigned hours, the member and his/her regional/divisional commander/delegate should review the established hours of work and determine whether a new MOA should be signed to reflect the revised hours of work.

NOTE: This change will be recognized for pension purposes effective from the date of the formal amendment to the member's assigned hours of work. Such a change cannot be made retroactively.

2. 5. 1. 6. Part-time pensionable service and part-time service in the RCMP accrue at the same rate as for a full-time member. A member vests after two years, regardless of whether the service in the RCMP is part-time or full-time.

2. 5. 1. 7. The contribution rate to the RCMP Pension Fund is the same as the rate for a full-time member. For contributions, consult the RCMP Pension & Benefits Solutions website.

2. 5. 1. 8. Contributions are based on a member's pensionable salary and allowances, pro-rated according to the number of assigned hours set out in the MOA.

2. 5. 1. 9. Pension benefits are based on the five-year, full-time equivalent (FTE), average salary and are adjusted to take into account periods of part-time service.

Example: 2 % x FTE average salary x pensionable service x part-time hours/full-time hours

NOTE: Every variation in part-time or full-time hours of the position requires a separate calculation.

2. 5. 1. 10. A member may elect for prior part-time public service of at least an average of 12 hours a week, for service occurring on or after 1981-01-01. Full-time service can be elected at any time.

2. 5. 2. Canada Pension Plan

2. 5. 2. 1. For entitlements, see ch. II.8., sec. 3. and the Canada Pension Plan.

2. 5. 3. Veterans Affairs Canada Pension Act Benefit

2. 5. 3. 1. The benefit is applied in the same manner as for a member working full-time, but takes into account periods of part-time service. For more information on Pension Act claims, see ch. II.8., sec. 4.

References

- *RCMP Act* and *Regulations*

Date Modified: 2014-09-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM App. II-10-1 - Sample Memorandum of Agreement (MOA)

Back to chapter

Directive Amended: 2012-11-08

1. Having requested part-time employment, (member's name), herein referred to as "the member", and the RCMP agree to the following:

1. 1. The scheduled hours of work will be (hours) each week on (list days of the week and hours per day).

1. 2. The duties and responsibilities will be (list), and will be subject to operational requirements.

1. 3. The part-time employment will begin on (year-month-day). This arrangement may be reevaluated at any time, at management's discretion.

1. 4. The member will be employed at his/her existing rank or group and level at an annual salary of (salary), subject to incremental or pay revisions.

1. 5. During the period of part-time employment, the member's benefits will be as they appear in ch. II.10., sec. 2.

1. 6. Any future benefits described in this MOA are estimates only. They may be higher or lower, as changed by law or contract.

1. 7. The member acknowledges that he/she will be subject to all other laws, rules, regulations, and orders that apply to RCMP members, and that some benefits will be affected, as outlined in ch. II.10., sec. 2.

1. 8. The member may request an update of his/her compensation and benefits at any time from his/her divisional/regional compensation manager.

1. 9. At the member's request and with the agreement of the CO/DG/delegate, the duration of the part-time employment may be modified and a new MOA signed.

1. 10. If it is deemed necessary for administrative or operational requirements, the member may be required to work in excess of the hours specified in sec. 1.1. If such is the case, and where possible, 48 hours' notice will be given to the member.

1. 11. Directives pertaining to additional hours worked by the member over his/her regularly scheduled shifts will apply.

1. 12. If it is deemed necessary for administrative or operational requirements, the member may be requested by the CO/DG/delegate to increase his/her scheduled number of hours of work, up to and including full-time employment. If such is the case, a minimum of one month's notice will be given to the member.

1. 13. If the member requests full-time employment in the future, the request will be considered only if it is administratively or operationally feasible (among other conditions, a funded position must be available) and the member is qualified for the full-time position.

1. 14. Should the member's hours of work be increased to full-time employment, the appropriate NCS Pay Operations manager will provide a detailed written explanation of his/her benefits prior to the change in status when notified of the change by the member.

1. 15. The member acknowledges that there may be positions requiring a full-time employee which are not available to a member requesting part-time employment.

1. 16. The contents of this MOA supersede any prior oral or written representations that may have been made to the member.

1. 17. The member acknowledges that he/she has been offered a reasonable opportunity to seek financial and legal advice prior to executing this MOA.

1. 18. Any party to this MOA noticing an error or omission in this MOA will, as soon as practicable, bring that fact to the attention of the other party.

1. 19. Any information attached to this MOA forms part of this MOA.

_____	_____
(Member's Signature)	(Date)

_____	_____
(CO's/DG's/delegate's Signature)	(Date)

DISTRIBUTION
Original: CO/DG

Copies: Member, NCS Pay Operations, Career Development and Resourcing

Officer and Advisor and Member's Service File

Back to chapter

Date Modified: 2012-11-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM App. II-10-2 - Pay and Benefits Summary

Back to chapter

Directive Amended: 2016-07-06

App. II-10-2 - Pay and Benefits Summary (Calculated using part-time hours)

				Biweekly
1. Salary:	Assigned Workweek (AWW) Hours 40	X Salary 26.088	=	$
2. Bilingual Bonus:	AWW Hours 40	X $800.00 26.088	=	$
3. Pay Increments:	On completion of one year's part-time work			
				Monthly
4. Annual Leave: Up to five years' service	Average Monthly Workweek Hours (1)	X 0.250	=	hours
More than five and up to 10 years' service	Average Monthly Workweek Hours (1)	X 0.333	=	hours
More than 10 and up to 23 years' service	Average Monthly Workweek Hours (1)	X 0.417	=	hours
More than 23 years' service		X 0.500	=	hours

	Average Monthly Workweek Hours (1)			
5. RCMPSA - Pension:	Must work a minimum average of 12hours a week to contribute	Contribution rate is the same as for a full-time member and is based on the AWW earnings		
6. CPP/QPP:	Based on actual earnings			
7. EI:	Based on actual earnings			
8. Disability Insurance:	Must work a minimum average of 12hours a week	Salary X 0.001425	=	$
9. PSHCP:	Premiums are not pro-rated for members			
10. Provincial Health Insurance Plans:	Per provincial terms of reference			
11. Dental Care Plan:	Must work more than one third of the regularly scheduled hours of work			No charge
12. Life Insurances:	Must work a minimum average of 12hours a week			
13. Compassionate Leave (Temporary Care):	AWW Hours / 40	X 40 hours	=	
14. Maternity and Parental Allowances:	*Bi-weekly* Entitlement =	*AWW Hours* / 40	X salary / 26.088	X 93%

(1) Workweek for annual leave calculation means the assigned workweek, plus any straight-time additional hours

Back to chapter

Date Modified: 2016-07-06

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM App. II-10-3 - Example of Calculation to Determine Completed Years of Service

Back to chapter

Directive Amended: 2012-05-30

1. A member had continuous employment from 1975-10-28 to 1993-05-23 (17 years and 207 days).

2. The member worked:

2. 1. part-time at 30 hours per week from 1975-10-28 to 1985-01-07 (9 years and 72 days); and

2. 2. full-time at 40 hours per week from 1985-01-08 to 1993-05-23 (8 years and 135 days).

3. Use the following calculation to determine completed years of service:

3. 1. Convert part-time period of employment into days (include decimal), e.g. 9 years and 72 days or (365.2 x 9) + 72 = 3358.8 days.

3. 2. Convert part-time days of employment to full-time years of employment, e.g. (3358.8 days x 30/40 hours)/365.2 days = 6.90 years.

3. 3. Convert full-time period of employment into years (include decimal), e.g. 8 years and 135 days or (135/365.2) + 8 = 8.37 years.

3. 4. Add all full-time periods of employment (including decimal), e.g. 8.37 years + 6.90 years = 15.27 years.

Back to chapter

Date Modified: 2012-05-30

12. BEST PRACTICES

A. **ORIGINATOR**

A. 1. Office of the Ethics Advisor.

B. **REFERENCES**

C. **COMMISSIONER'S STANDING ORDERS**

D. **POLICY**

E. **GENERAL**

E. 1. All employees may submit best practices for publication in the *Best Practices Directory*.

E. 1. a. Supervisors/managers may submit best practices on behalf of their employees.

E. 2. The national RCMP *Best Practices Directory* is accessed through the Policies and Publications page, Guides and Handbooks Index on the Infoweb.

E. 3. Authors of published submissions receive the Best Practices Recognition Award.

E. 4. Directives Management Section will delete best practices after two years.

Amended 2004-11-24

F. **SUBMISSION**

F. 1. **Employee**

F. 1. a. E-mail a WordPerfect document containing the following information to the appropriate divisional/regional program manager or responsibility center coordinator:

1. originator name,
2. phone number,
3. E-mail address,
4. postal address,
5. evolution and description of best practice, and
6. benefits/value added.

F. 1. b. Send a copy to the appropriate National Headquarters Quality Service Advisory

Group representative. See App. II-12-1.

F. 2. **Divisional/Regional Program Manager/Responsibility Center Coordinator**

F. 2. a. Within 10 working days:

1. Review the best practice to ensure it is consistent with the RCMP mission, vision, values and commitment statements, and that it is moral, ethical, affordable, legal, and in keeping with current RCMP directives.

2. Provide comments to the employee and obtain clarification, if required.

3. If endorsed, forward the best practice to the appropriate National Headquarters Quality Service Advisory Group representative.

F. 3. **National Headquarters Quality Service Advisory Group Representative**

F. 3. a. Enter the best practice on form 3695 and await response from the divisional/regional program manager or responsibility center coordinator.

F. 3. b. Upon receipt of the response from the divisional/regional program manager or responsibility center coordinator, forward the best practice to the appropriate policy center manager for approval.

F. 3. c. On the last working day of each month, provide a copy of form 3695 (including nil returns) to the Office of the Ethics Advisor when entries have been made to support ongoing communication activities related to best practices.

6010
1999-07-30

F. 4. **Policy Center Manager**

F. 4. a. If the best practice is endorsed by the divisional/regional program manager or responsibility center coordinator:

1. Apply the acceptance criteria outlined in F.2. and approve or reject the best practice.

2. If approved, submit it for translation with form A-434. When the translation is received, complete form 1111 and forward the English and French versions to Publications and Intranet Management Section by ROSS E-mail (DirectivesHistoricalRequests) for posting to MANDIR.

3. If rejected, notify the employee giving the reasons with advice to the divisional/regional program manager or responsibility center coordinator.

4. Notify the appropriate National Headquarters Quality Service Advisory Group representative of the decision to allow him/her to update form 3695.

5. After two years, determine if the best practice should be incorporated into the

RCMP manuals or archived. See E.4.

6238
2000-06-23

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. II.13. Human Rights

Directive Amended: 2017-10-25

For information regarding this policy, contact Workplace Responsibility Branch.

1. Policy

2. Definitions

3. Complaints

4. Roles and Responsibilities

5. Document Management

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1. Policy

1. 1. The RCMP is committed to providing an environment that is free from discrimination, in accordance with the provisions of the *Canadian Human Rights Act*. The purpose of this policy is to foster a workplace free from discrimination through the awareness and prevention of discriminatory practices and the prompt resolution of complaints.

1. 2. The RCMP is committed to working with the Canadian Human Rights Commission to prevent discrimination and to engage in the early resolution of disputes in appropriate circumstances.

1. 3. The RCMP recognizes the diversity of its workforce and is committed to providing a respectful workplace, free of discrimination and harassment, as prescribed under the *Canadian Human Rights Act*.

1. 4. The RCMP commits to the implementation of the Canadian Human Rights Commission's Human Rights Maturity Model as a tool to evaluate and to provide guidance toward a sustainable and progressive human rights culture.

1. 5. Prohibited grounds of discrimination as prescribed by the *Canadian Human Rights Act* are: race, national or ethnic origin, colour, religion, age, sex (including pregnancy and childbirth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or a conviction for which a pardon has been granted or a record suspended.

1. 6. Adverse differential treatment, including harassment, based on one or more of the prohibited grounds in the provision of service or in the course of employment, is discrimination within the meaning of the *Canadian Human Rights Act*.

1. 7. The RCMP will participate in resolving discriminatory situations at the earliest available opportunity, in good faith, and without retaliation.

1. 8. The RCMP recognizes its duty-to-accommodate obligations under the *Canadian Human Rights Act*, and will provide accommodation up to the point of undue hardship.

NOTE: Each situation will be viewed as unique and assessed individually.

1. 9. This policy applies to all RCMP members and PSEs, including indeterminate, temporary, term, casual employees, employees on approved leave, including short- and long-term disability leave and reservists when called up for duty, as well as job applicants, non-RCMP employees who work within RCMP workplaces, including but not limited to cadets, students, contractors, municipal employees, guards, volunteers, employees of other departments, or persons working or attending courses on RCMP premises.

2. Definitions

2. 1. **Accommodation** means a temporary or permanent arrangement that addresses the needs of an employee or client to enable him/her to carry out his/her duties or to access the services customarily provided to the public by the RCMP.

2. 2. ***Bona Fide* Occupational Requirement** (BFOR) means a standard or rule that is essential to carrying out the functions of a specific position. In order for a standard or rule to be considered a BFOR, an employer must demonstrate that it:

2. 2. 1. was adopted for a purpose or goal that is rationally connected to the functions of the position;

2. 2. 2. was adopted in good faith, in the belief that it is necessary to fulfill the purpose or goal; and

2. 2. 3. is reasonably necessary to accomplish the purpose or goal in the sense that the employer cannot accommodate persons with the characteristics of a particular group without incurring undue hardship.

2. 3. **Designated Management Representative** means the person normally assigned by the responding divisional/national policy centre to be the RCMP representative in settlement negotiations of *Canadian Human Rights Act* (CHRA) complaints. This person has the authority to provide instruction on behalf of the RCMP and the delegated financial authority to achieve a full and final settlement.

2. 4. **Discrimination** means to treat someone differently or unfairly because of a personal characteristic. The Supreme Court of Canada describes discrimination as a "distinction, whether intentional or not, but based on grounds relating to personal characteristics of the individual or group, which has the effect of imposing burdens, obligations, or disadvantages on such individual or group not imposed upon others, or which withholds or limits access to opportunities, benefits, and advantages available to other members of society."

2. 5. **Duty to Accommodate** means the RCMP's obligation to take steps to eliminate barriers to employees or prospective employees resulting from a rule, a practice, or a physical and/or psychological barrier that has an adverse effect on individuals or groups protected under the *CHRA* or identified as a designated group under the *Employment Equity Act*. The Duty to Accommodate is most often identified with regard to employees with disabilities, through the provision of technical aids to remove physical and/or psychological barriers. However, the obligation extends to persons disadvantaged based on any of the prohibited grounds.

2. 6. **Employee** means persons employed or appointed under the *RCMP Act*: PSEs, members, temporary, term, or casual employees, and reservists when called up for duty.

2. 7. **Internal Redress Procedures** means the processes that are established by the RCMP or its partners to offer solutions for human rights issues, including, but not limited to, Workplace Accommodation, Investigation and Resolution of Harassment, Public Complaints, and Grievances.

2. 8. **Undue Hardship** means the limit to which the RCMP is expected to accommodate in a given situation, taking into consideration, but not limited to: availability of options for accommodation, realistic ability to meet the costs associated with accommodation, and the health and safety of employees and the public. Undue hardship would include where accommodation would require changing or removing a *bona fide* occupational requirement.

3. Complaints

3. 1. An employee who believes he/she has been the subject of discriminatory treatment is encouraged to resolve the issue through available internal redress procedures, e.g. harassment complaint, grievance, including self-resolution, if appropriate. See Human Rights Complaints on the Infoweb.

3. 2. An employee may submit his/her complaint directly to the Canadian Human Rights Commission (CHRC).

3. 2. 1. The CHRC has the authority to facilitate resolution and investigate complaints filed in accordance with the provisions of the *CHRA*.

3. 2. 2. The RCMP will cooperate fully, in good faith, and in a timely manner with any CHRC investigation by providing complete information, appropriate documentation, and contact information for employee witnesses.

3. 2. 3. The RCMP will ensure that an employee who files an internal redress or a *CHRA* complaint, or individuals who cooperate with a *CHRA* investigation, are not the subject of retaliation within the meaning of the *CHRA*.

4. Roles and Responsibilities

4. 1. General

4. 1. 1. All employees are responsible for:

4. 1. 1. 1. treating every person with respect and courtesy; and

NOTE: While employees share responsibility for understanding and preventing discrimination in the workplace, it is important to recognize that supervisors and managers carry more responsibility than other employees.

4. 1. 1. 2. respecting and treating any human rights issue or complaint with confidentiality.

4. 1. 2. All RCMP employees must treat the clients that they serve with respect in the same manner that they are expected to treat their colleagues, which will foster a work environment that is free from discriminatory practices.

4. 1. 3. Employees will:

4. 1. 3. 1. ensure that human rights issues and complaints are brought to the attention of a supervisor or manager;

4. 1. 3. 2. cooperate with attempts to resolve issues at the earliest opportunity and the lowest level of resolution possible; and

4. 1. 3. 3. cooperate fully in good faith with any resolution and accommodation process.

4. 1. 4. Supervisors and managers will:

4. 1. 4. 1. provide a workplace free of discrimination;

4. 1. 4. 2. ensure that employees are informed of their rights and obligations related to this policy;

4. 1. 4. 3. ensure that human rights matters brought forward are dealt with in a timely manner; and

4. 1. 4. 4. make every reasonable effort to resolve issues in good faith and free from retaliation, at the earliest opportunity and the lowest level of resolution possible.

4. 1. 5. The NHRPC will:

4. 1. 5. 1. be responsible for the human rights program on behalf of the RCMP;

4. 1. 5. 2. prepare submissions for the CHRC on behalf of the RCMP Commissioner, in collaboration with the Divisional Human Rights Managers (DHRMs), e.g. Employee Management Relations Officer (EMRO), Administration and Personnel Officer (A&PO), or, if applicable, OIC, Respectful Workplace (OIC, RW), or delegate.

4. 1. 5. 3. provide advice and guidance regarding discrimination and human rights issues within the RCMP;

4. 1. 5. 4. collaborate with the CHRC regarding discrimination-prevention initiatives;

4. 1. 5. 5. engage in human rights training and educational activities;

4. 1. 5. 6. liaise directly with the CHRC regarding all *CHRA* complaints;

4. 1. 5. 7. determine which division/policy centre will appropriately respond to a complaint;

4. 1. 5. 8. provide advice to the DHRM/delegate regarding a *CHRA* complaint;

4. 1. 5. 9. review all proposal details of a settlement offer provided by the Designated Management Representative (DMR), and provide advice, guidance, and recommendations;

4. 1. 5. 10. notify and liaise with policy centres whose policy has been affected by a *CHRA* complaint; and

4. 1. 5. 11. act as the departmental resource person when a complaint has been referred to the Canadian Human Rights Tribunal (CHRT).

4. 1. 6. The division is responsible for appointing DHRMs. This role is usually assigned to the EMRO, the A&PO, or, if applicable, the OIC, RW.

4. 1. 7. The DHRM will:

4. 1. 7. 1. ensure that all complaints of discrimination are dealt with in a thorough, timely, and equitable manner, in good faith;

4. 1. 7. 2. ensure that managers, supervisors, and employees involved in a *CHRA* complaint process cooperate with a CHRC investigation in a timely manner and in good faith;

4. 1. 7. 3. determine who will provide required information to the NHRPC with respect to a *CHRA* complaint;

4. 1. 7. 4. or delegate will, determine who will act as DMR with respect to a specific *CHRA* complaint and will advise the NHRPC. An NHRPC representative may assume the role of the DMR, if requested by the DHRM.

> NOTE: The division/policy centre from which a *CHRA* complaint emanated is responsible for all monetary costs involving CHRT orders and mediation/conciliation settlements including legal costs.

4. 1. 7. 5. assume administrative responsibility for a divisional *CHRA* complaint;

4. 1. 7. 6. gather supporting information related to the complaint and forward it to the NHRPC in a timely manner, allowing for the preparation and submission of the RCMP's response in meeting the diary date as established by the CHRC; and

> NOTE: If an extension to the diary date is required, notify the policy centre as soon as it is known.

4. 1. 7. 7. provide advice to the DMR with respect to a *CHRA* complaint.

4. 1. 8. At the request of the OIC Employment Relations Section, the RCMP Legal Services Unit (LSU) provides legal advice and opinions regarding a *CHRA* complaint.

4. 1. 8. 1. The LSU should be consulted in the following circumstances:

4. 1. 8. 1. 1. when dual complaints have been received, e.g. a complaint against an employee of the RCMP and against the organization on the same material subject matter;

4. 1. 8. 1. 2. where systemic discrimination has been alleged;

4. 1. 8. 1. 3. where there are national policy implications;

4. 1. 8. 1. 4. when a complaint has been referred to the CHRT or when it is known that a complaint will most likely be referred;

4. 1. 8. 1. 5. when the complaint is proceeding to the Federal Court for judicial review;

4. 1. 8. 1. 6. upon request from the DHRM;

4. 1. 8. 1. 7. upon request from the LSU when they are monitoring trends in specific types of complaints;

4. 1. 8. 1. 8. when significant financial settlements are being contemplated;

NOTE: Legal opinion is mandatory for anything over $25,000.

4. 1. 8. 1. 9. when a complaint has received, or is likely to receive, significant media attention; and

4. 1. 8. 1. 10. when the defence of a *bona fide* occupational requirement or a *bona fide* justification will be advanced.

4. 1. 8. 2. Before a complaint is referred to the CHRT, the services of Justice Canada counsel with respect to a *CHRA* complaint will only be engaged after having consulted with the NHRPC and the LSU.

4. 1. 9. The DMR will:

4. 1. 9. 1. represent the RCMP in mediation/conciliation sessions with respect to a *CHRA* complaint;

4. 1. 9. 2. advise the NHRPC of all proposal details of a settlement offer in advance of it being made;

4. 1. 9. 3. work with the NHRPC to provide instruction to legal representatives on behalf of the RCMP with respect to a *CHRA* complaint;

4. 1. 9. 4. ensure that all settlements of *CHRA* complaints are managed in accordance with Treasury Board policies;

4. 1. 9. 4. 1. The negotiation and payment of settlements and Tribunal Orders under the *CHRA* are subject to the requirements of Treasury Board Directives and Guidelines.

4. 1. 9. 4. 2. In accordance with the Treasury Board Directive on Payments, it is a requirement to obtain a legal opinion when considering payment of an amount greater than $25,000 to resolve a complaint.

4. 1. 9. 4. 3. The Delegation of Financial Authority Matrix provides financial authority information. See FMM ch. 9.2.

4. 1. 9. 5. where settlement of a *CHRA* complaint is achieved, ensure that all terms of the settlement are implemented in a timely and thorough manner in good faith; and

4. 1. 9. 6. ensure that the NHRPC is provided full details on, including a copy of, any final settlement made concerning a *CHRA* complaint and on the confirmation of the implementation of the settlement within a timely manner.

5. Document Management

5. 1. All material related to a *CHRA* complaint will be kept on a dedicated file that will be maintained in accordance with IMM ch. 2.1.

5. 2. No record of a *CHRA* complaint will appear on any other file.

> EXCEPTION: A record will be kept as necessary for the fulfillment of the terms of a settlement agreement.

5. 3. Access to human rights files will be limited to persons responsible for handling a *CHRA* complaint and other personnel on a need-to-know basis as outlined in IMM ch. 3.1.

5. 4. Documents related to, or contained in, a human rights file are subject to access under the *Access to Information Act* and *Privacy Act*.

References

- DMAP ch. 4
- Ch. II.41.
- Ch. XII.8.

Date Modified: 2017-10-25

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - II.17. National Early Intervention System Program

New Chapter: 2016-12-13

For information regarding this policy, contact Workplace Responsibility Branch at [redacted]

1. Policy

2. General

3. Definitions

4. Roles and Responsibilities

5. Monitor and Reporting

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1. Policy

1. 1. The RCMP is committed to providing support and guidance to its members to enhance member accountability, wellness, performance, and to identify and engage in early resolution efforts to mitigate risk and potential liability for individual members, the RCMP, RCMP personnel in general, and the public.

1. 2. The RCMP is committed to maintaining the National Early Intervention System (NEIS) program to proactively identify members, at an early stage, who may benefit from non-disciplinary interventions to address issues which may be impacting their work performance and/or wellness, by providing guidance, support and/or additional training.

1. 3. These directives apply to regular members, as defined in sec. 2, *RCMP Regulations, 2014*.

2. General

2. 1. The NEIS program:

2. 1. 1. is a supervisory tool that enhances, but does not replace, a supervisor's due diligence. Refer to CMM 2.

2. 1. 2. involves a nationally administered IT tool that scans minimal data from a broad range of RCMP data sources for Indicators that may identify patterns and trends of behaviour that upon reaching a Threshold will generate a Notification;

NOTE: This policy and related procedures do not apply to the data sources scanned as they have their own policies and procedures that are separate from the NEIS program.

2. 1. 3. Includes a three step review of the Notification generated;

2. 1. 3. 1. the first review is conducted at the national level by the NEIS Program Administrator(s), the second review is conducted by the divisional NEIS coordinator and the third review is conducted at the unit commander level;

2. 1. 3. 2. Each review will include a data quality check.

2. 1. 4. Uses Form 6491 to monitor the NEIS process beyond the divisional level;

NOTE: Once the form is completed, it must be uploaded to the ACMT-EIS file and the hardcopy and any associated electronic correspondence destroyed.

2. 1. 5. will open an ACMT-EIS file for one year from the initial Notification date unless a new Notification is generated within that year, in which case the file will remain open for an additional year;

2. 1. 6. will retain and manage the NEIS files and any NEIS related documents in accordance with the requirements of sec. 6(1) of the *Privacy Act* and Para. 4(1) of the *Privacy Regulations* that requires that personal information used by a government institution be retained by the institution for at least two years after the last time it was used for an administrative purpose;

2. 1. 7. will be administered in a discrete manner, and only those persons who have a legitimate need to know of the information will be advised;

2. 1. 8. will not be disclosed for court purposes, unless directed to do so by a court of competent jurisdiction. See OM 20.1. Disclosure;

2. 1. 9. will focus on the higher than average level of activity and any possible effects on the member's work performance and/or wellness to provide support, training or assistance. The process does not require conclusion of formal investigations for the NEIS to proceed;

2. 1. 10. will not be used in place of other RCMP administrative processes and/or investigations, including but not limited to, performance management, conduct management, harassment investigation and resolution, public complaints, or disability case management, when other processes would be more appropriately initiated;

NOTE: This does not prevent original documents from other data sources and/or case management systems from being included as part of an NEIS Notification or in an alternative administration process.

EXCEPTIONS:

1. when the information provided suggests a threat to human life and safety; or

2. when a supervisor/designate becomes aware of an issue that he/she must report in accordance with legislative requirements, or is duty bound to report, in which case he/she will report it to an appropriate person in a position of authority to act on the information.

3. Definitions

3. 1. **Indicator** means an incident or event that is used as a marker and assigned a numerical value. A high number of incidents/events may indicate a trend or pattern of behaviour requiring supervisory attention.

3. 2. **Intervention** means a series of meetings or steps aimed at improving a member's work performance and/or wellness, which may include, but is not limited to, coaching, mentoring, training, increased supervision, and/or other recommendations.

3. 3. **Notification** means a report generated at a national level that indicates that a maximum number of incidents or events has been reached or surpassed.

3. 4. **Threshold** refers to a maximum number of incidents or events over a specified time period.

4. Roles and Responsibilities

4. 1. National NEIS Program Administrator

4. 1. 1. Maintain the NEIS IT Tool and the ACMT-EIS domain.

4. 1. 2. Protect the privacy of a member identified in a Notification, and the confidentiality of information obtained through the NEIS process, to the extent provided for under law.

4. 1. 3. Review generated Notifications for data quality and determine if a secondary review is recommended.

4. 1. 4. Upon 70 days of the initial Notification date, ensure tasks in ACMT-EIS have been completed.

4. 1. 5. Provide support to the divisional NEIS coordinators.

4. 1. 6. Monitor all Notifications for administrative processing, statistical analysis and quality assurance related to the NEIS program, as required.

4. 1. 7. Evaluate the NEIS program, the Indicators and the Thresholds, annually, in order to provide support(s) to program users in a timely manner.

4. 2. Divisional NEIS Coordinator

4. 2. 1. Protect the privacy of all members identified in a Notification, and the confidentiality of information obtained through the NEIS process to the extent provided for by law.

4. 2. 2. Upon receipt of a Notification, review for accuracy of information and to ensure the member identified has been duly served/notified, e.g. Mandate Letter, of any formal allegations related to the Indicators, prior to the Notification being sent to the unit commander.

4. 2. 3. Notify the respective unit commander/line officer through encrypted e-mail with the Form 6491 and update the related ACMT-EIS file.

NOTE: Should there be a potential conflict of interest between the supervisor/manager/unit commander and the identified member, notify the line officer to whom the unit commander reports to identify suitable replacement person(s).

4. 2. 4. Monitor the status of your divisional Notifications and update the related ACMT-EIS files at the 60 day and six month intervals.

4. 2. 5. Provide support to your respective division with the management of the NEIS program.

4. 2. 6. Consult with the national NEIS Program Administrator, as necessary.

4. 3. Unit Commander/Line Officer

4. 3. 1. Ensure members under your command are aware of this initiative.

4. 3. 2. Protect the privacy of all members identified in a Notification and the confidentiality of information obtained through the NEIS process to the extent provided for by law.

4. 3. 3. Upon receipt of an encrypted e-mail containing the Form 6491, select an appropriate supervisor/manager or designate to hold the intervention meeting with the identified member.

4. 3. 4. Notify the identified member's supervisor/designate through encrypted e-mail with Form 6491 to conduct an intervention meeting within 60 days of the initial Notification date.

4. 3. 4. 1. involve your next level of management, if deemed appropriate.

4. 3. 5. If more time is required, notify your divisional NEIS coordinator in writing and include reasons for the extension.

4. 3. 6. Ensure you have received the updated Form 6491 submitted by the supervisor/designate, include any additional comments and forward through encrypted e-mail to your divisional NEIS coordinator.

4. 4. Supervisor

4. 4. 1. Protect the privacy of all members identified in a Notification and the confidentiality of information obtained through the NEIS process to the extent provided for by law.

4. 4. 2. Upon receipt of the Form 6491, review the form along with the member's patterns of work performance and/or behaviour for any indicators that an Intervention may be needed;

4. 4. 2. 1. If you are already aware of the situation and an Intervention is underway, update the Form 6491 accordingly and return it through encrypted e-mail to your unit commander.

4. 4. 3. Within 60 days of the initial Notification date, arrange a meeting with the identified member.

4. 4. 4. Meetings are to be conducted in a timely and informal manner. Should additional time be required, forward a request for extension through your unit commander.

4. 4. 5. During the meeting, advise the identified member that:

4. 4. 5. 1. the NEIS Process is designed to jointly engage with them to guide or assist them in addressing concerns relating to their work performance and/or wellness;

4. 4. 5. 2. the purpose of the meeting is to seek to identify any possible underlying causal factors affecting the member's work performance and/or behaviour and provide or identify support as appropriate;

4. 4. 5. 3. Health Services and various other resources are available to them;

4. 4. 5. 4. the NEIS process is not to be documented on the their annual performance evaluation and/or employee files, unless both parties agree.

4. 4. 6. After the meeting, complete the Form 6491 with the outcome as indicated on the form and forward through encrypted e-mail to your unit commander.

4. 5. Member

4. 5. 1. Upon request, engage with your supervisor to identify opportunities to address concerns or issues raised in the Notification or Intervention meeting.

4. 5. 2. May request a copy of your completed form through the National NEIS Program Administrator.

5. Monitoring and Reporting

5. 1. The Director General, NEIS program must prepare an annual report containing the number of Notifications generated, identify trends analyses as appropriate, and identifying areas requiring amendment or modification for presentation to the Commissioner of the RCMP.

References

Date Modified: 2016-12-13

19. OCCUPATIONAL HEALTH SERVICES

A. ORIGINATOR

A. 1. Occupational Health Services Directorate, Human Resources Sector.

B. REFERENCES

B. 1. *RCMP Regulations*, Sec. 20, 27, 28, 34, 75, 76, 77, 79, 83 to 86 incl.

B. 2. *Canada Occupational Safety and Health Regulations*.

B. 3. II.1., Recruiting.

B. 4. 19.3., Sick Leave.

B. 5. II.8., Pension and Death Benefits.

B. 6. II.18., Medical Treatment Entitlements.

B. 7. *Canada Labour Code*, Part II.

B. 8. *Treasury Board Manual*, Personnel Management, Occupational Safety and Health, Vol. 12.

B. 9. Integrated Task Bank for General Duty Constable.

Amended 2013-11-15

C. COMMISSIONER'S STANDING ORDERS

RULES RESPECTING HEALTH ASSESSMENT IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These rules may be cited as *Commissioner's Standing Orders (Health Assessment)*.

Authority to Compel Health Assessment

2. Where the member's physical or mental ability to perform his/her duties needs to be established, either because of the general requirements of an approved health program or for a specific cause, the following persons are authorized to require the member to undergo the relevant health assessment:

(a) the member's commander,

(b) a Health Services Officer,

(c) the Director, Human Resources, or

(d) the Chairperson of a Medical Board.

Compliance with Request

3. A member shall promptly comply with a request made pursuant to section 2, by presenting himself to the licensed health practitioner(s) retained for that purpose by the Force.

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2002-05-02

D. **POLICY**

D. 1. A health assessment will be performed by the health services officer (HSO) or an RCMP-designated physician.

D. 2. A member transferred to an isolated post or a post outside Canada, and the dependents who accompany him/her will undergo a health assessment and receive immunization before the transfer takes place.

D. 3. If there is an indication that the member's medical profile is not appropriate for the member's duties, the administration and personnel officer will consult with the health services officer through the division health committee before taking any administrative action.

D. 4. Health information collected by the RCMP will be protected by medical confidentiality, and will only be released by Health Services personnel to employees outlined in App. III-11-1, III-11-2 and III-11-6; and, if in the judgment of a health services officer there is a duty to disclose, to the Commanding Officer.

D. 5. A health professional will not disclose medical information unless such information is considered crucial and essential to an enquiry and is subpoenaed. See *RCMP Act*, subsec. 24.1(1) to (5) inclusive.

D. 6. Following the health assessment, the HSO or RCMP-designated physician will release to management only the limitations and/or restrictions on a member's abilities to meet the requirements of his/her occupation. Absolutely no medical diagnosis and/or medical information will be disclosed.

D. 7. A member will receive information and training on the nature of alcohol and drug dependency, and a member who shows signs of alcohol or drug dependency will be referred for a health assessment.

D. 8. Alcohol and drug dependency will be dealt with as a health issue.

D. 8. a. A member who begins professional treatment under a formal referral must adhere to the guidelines for recovery.

D. 8. b. If dependency or poor performance recur, the member's personnel record will be reviewed and appropriate action taken.

D. 8. c. Continued misuse of alcohol and drugs may be dealt with as a disciplinary issue pursuant to sec. 51 and 52, *RCMP Regulations*.

D. 8. d. Assistance will be provided to a member who has no dependency but who requires treatment because of a dependency within his/her immediate family or workplace.

D. 9. The RCMP will not discriminate against a person with human immunodeficiency virus (HIV) or AIDS.

D. 9. a. The HIV antibodies test is not a mandatory test in medical examinations of applicants.

D. 10. Treatment programs will be paired with preventive programs to maximize the efficiency and effectiveness of RCMP health care strategies. Preventive education must be made available to members in different areas of concern, including, but not limited to, the following:

D. 10. a. alcohol/drug abuse,

D. 10. b. stress management,

D. 10. c. smoking cessation,

D. 10. d. cardiovascular disease prevention,

D. 10. e. suicide prevention,

D. 10. f. nutritional education,

D. 10. g. critical incident intervention, and

D. 10. h. preretirement education.

E. **GENERAL**

F. **OCCUPATIONAL HEALTH**

F. 1. **Periodic Health Assessments**

F. 1. a. **General**

1. Every three years, a periodic health assessment will be scheduled for every RM, officer and S/Cst. member.

2. The HSO/designated physician will perform the assessment.

3. The assessment is performed at intervals determined by the member's month of birth and last digit of his/her regimental number.

   EXAMPLE: A member with a regimental number ending in an odd number is scheduled to undergo an assessment in a year ending with an odd number, in the month of his/her birth.

4. A CM performing duties which may pose a health hazard will be scheduled for an occupational health assessment at an interval outlined in App. II-19-2.

5. A member will be informed of any medical problem found during an assessment. Consultation or follow-up procedures will be recommended. Form 2158, on the member's personnel record, will indicate any limitations and duty restrictions identified during a periodic health assessment.

F. 1. b. **Member**

1. If your assessment is at an RCMP health center, you are responsible for arranging, cancelling (give at least three days notice), and rescheduling appointments.

2. If an RCMP-designated physician is performing your assessment:

    1. Arrange an appointment.

    2. Complete pages one to five of form 3380 and give it to the physician when you keep the appointment.

3. If you want a report of the results of the assessment, check the appropriate box in Part "A" of form 3380, or request one from the RCMP health center.

F. 1. c. **HSO**

1. Take appropriate measures to ensure F.1.a. is complied with.

2. If a member fails to comply, inform the Human Resources Officer (HRO).

3. Publish a list of designated physicians as a division supplement to this chapter.

F. 1. d. **HRO**

1. If a member refuses a periodic health assessment, take corrective action.

F. 2. **Medical Profile System**

F. 2. a. **General**

1. The medical profile system describes the member's occupational fitness or limitations in relation to his/her ability to perform the tasks that define his/her duties, in a manner that does not compromise the safety of coworkers, the public or the member. See App. II-19-2.

2. The following factors of the medical profile relate to the five aspects of the interaction between the member and his/her duties:

    1. visual acuity - V,

2. color vision - CV,

3. hearing - H,

4. geographic availability of health care - G, and

5. occupational restrictions - O.

3. The medical profile must also include a narrative of any limitations and the occupational restrictions implied or imposed by these limitations.

4. The minimum medical profiles required for members in various policing occupations, including general duty constable, are outlined in App. II-19-1, II-19-2 and II-19-4.

5. Medical profiles are used to assess the suitability of:

   1. an applicant for engagement, and

   2. a member for a posting to a specific duty or geographic location.

6. A member's medical profile is recorded on form 2158 after every periodic health assessment and is valid for three years from the date the HSO signs it.

   EXCEPTION: When the HSO updates form 2158 because of a change in a member's health, the health assessment and the profile assigned are valid only for the period recorded on the form.

7. A member selected for a duty outlined in App. II-19-2 will have a preassignment assessment, and if required, a reassessment at the interval outlined in the appendix for that duty.

F. 2. b. **Career Development and Resourcing**

1. For staffing purposes, use the medical duty profiles in App. II-19-4 only as a guideline and not as a screening requirement.

2. When a member is found suitable in all other aspects but does not meet the duty profile, refer the matter to the division health committee.

3. Consult the HSO:

   1. if the form 2158 is no longer valid or is not on file, or

   2. if the information on form 2158 shows that the member does not meet the medical profile for the duty.

4. When a member is selected for a duty outlined in App. II-19-2, request the HSO serving the member's division to provide a current assessment of the member's health.

5. Do not finalize the transfer until you receive the assessment.

6. When a member is selected for posting to an isolated post or outside Canada, request the member's HSO to provide:

    1. a medical assessment of the family members accompanying the member, and

    2. a medical opinion on their suitability for living at the proposed location.

Amended 2008-07-31

F. 2. c. **A&PO**

1. When circumstances indicate that it is reasonable to believe a member can safely and adequately perform most of the duties of a position without jeopardizing his/her safety, that of coworkers or the public, you may impose restrictions on the member not to perform specific duties, but you must do so where the qualifications are required by a bona fide occupational requirement (BFOR).

F. 3. **Special Medical Evaluation**

F. 3. a. **General**

1. A member may suffer from a serious medical problem that is not readily recognizable in a regular medical assessment, but can be noticed over time by coworkers or a supervisor.

2. Evidence of a serious problem might be:

    1. inconsistent behavior with loss of contact with reality;

    2. recurrent use of excessive force or other forms of misconduct;

    3. vehicle accidents with no apparent cause;

    4. behavior that poses a risk to the safety of the member, coworker or the public; or

    5. posttraumatic stress reaction.

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1996-03-15

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3. Early medical intervention in such situations could prevent injuries, death, disciplinary problems, or the member's discharge.

F. 3. b. **Member**

1. It is your responsibility to inform your supervisor when you suspect a condition exists as outlined in F.3.a.2.

F. 3. c. **Commander**

1. Discuss with the member the matter that you have become aware of or have been told about and assess whether there may be a problem.

2. If you believe that the member has a health problem, inform the member that you intend to refer him/her for a health assessment.

3. Report the matter, through confidential channels, to the A&PO.

4. If you believe that the member has acute mental problems:

    1. Arrange for immediate medical assistance by the HSO or another physician.

    2. Take possession of the member's service revolver, other firearms or weapons that the member might use to injure himself/herself or others.

5. Inform your A&PO of the action taken.

F. 4. **Div. Health Committee**

F. 4. a. A health committee is established as an informal body to discuss and review the status of a member:

    1. whose ability to perform his/her duties may be impaired and subject to occupational restrictions and limitations; and

    2. on sick leave in excess of 20 workdays.

F. 4. b. The committee members are:

    1. A&PO/S&P representative;

    2. HSO/div. nurse, and

    3. DSRR.

F. 4. c. Based on the committee's recommendations, Health Services will provide a professional assessment in relation to:

    1. the limitations and occupational restrictions of the member under review;

    2. the likelihood of the member being able to perform alternate duties once apprised of the requirements of the position;

    3. the period of sick leave required for recovery and return to duty; and

    4. allowing the purchase/wearing of nonstandard uniform and dress due to a medical condition.

F. 5. **Medical Board**

F. 5. a. The findings, recommendations or opinions of a medical board are not binding in decisions affecting the awarding of a disability pension, entitlements to a post-discharge medical, hospital treatment or long-term disability insurance. These decisions are not made by the RCMP. See App. X-3-8 and 9.

F. 6. **Human Immunodeficiency Virus (HIV) Infection and AIDS**

F. 6. a. **General**

1. An applicant will be treated in the same manner as any other person with a medical condition and be evaluated on an individual basis and assessed on the capacity to perform the duties of the position applied for.

2. If an applicant voluntarily discloses HIV/AIDS infection, the information is protected according to the Privacy Act, the ethical principles of HIV antibody testing of Health Canada and the medical ethics governing confidentiality.

3. A member infected with HIV/AIDS will not be harassed in any way and will be entitled to all health-related benefits, e.g. sick leave, medical/psychological services.

   NOTE: There is no evidence of HIV being transmitted through casual contact such as sneezing, coughing, shaking hands, hugging, sharing eating and drinking utensils, and using the same toilet facilities.

F. 6. b. **Member**

1. To prevent HIV exposure, use the protective clothing/equipment provided when performing your duties.

2. If you think you may have been exposed to HIV infection, seek medical advice.

F. 7. **Alcohol/Drug Dependency**

F. 7. a. **General**

1. Alcohol/drug dependency is the use of alcohol or drugs, prescription or non-prescription, in a pattern which a person cannot change without assistance.

   1. The use interferes with effective functioning of the member as reflected by the physical, or psychological or social consequences.

   2. Performance on the job is a specific term referring to the time a person is at work relative to the quality of work produced.

2. A member will be provided with information and training on the nature of alcohol/drug dependency.

3. Treatment for alcohol/drug dependency will be provided to a member by health professionals in keeping with the principle of medical confidentiality.

4. There are three levels of referral:

    1. Self-referral means a member seeks assistance.

    2. Voluntary referral means a member personally seeks assistance after a coworker or supervisor has encouraged him/her to do so.

    3. Mandatory referral means a commander orders a member to have a health assessment.

5. This program is preventive in that it attempts to offer a member help on a personal basis at the earliest opportunity.

    1. Alcohol/drug use can affect performance on the job and Health Services can provide early confidential guidance on how this may be overcome.

6. No adverse inference will be drawn from a member's self-referral.

F. 7. b. **Member**

1. If your supervisor recommends that you contact Health Services following an interview, or makes a mandatory referral, you are expected to keep appointments and cooperate.

2. If you choose, you may voluntarily contact any person approved by Health Services for information or assessment of your alcohol/drug dependency.

3. Contact Health Services for the implementation and monitoring of the recommended treatment plan.

F. 7. c. **Supervisor**

1. Familiarize yourself with the RCMP Health Services programs. You are expected to use them when needed.

2. During the assessment interview, ensure that the member is aware of the RCMP position on alcohol/drug use including the resources available from Health Services.

3. If you encounter difficulties with a subordinate and suspect that alcohol/drug dependency is a factor, attempt to have the member seek immediate assistance through a voluntary referral.

4. Do not assume that dependency is the only or the main problem.

5. If possible, use a voluntary referral to the HSO as an option to the mandatory referral.

6. Document unsatisfactory and unacceptable performance on the job. Where alcohol/drug dependency may be involved, refer the matter, through the com-

mander, to the HSO.

F. 7. d. **Commander**

1. When you receive a supervisor's report on a member whose unsatisfactory or unacceptable performance on the job may be associated with alcohol/drug use and he/she declines voluntary referral:

    1. Establish and document that the performance on the job is unsatisfactory or unacceptable.

    2. Interview the member and explain the conditions of mandatory referral.

    3. Refer the member on a mandatory referral to the HSO for assessment.

    4. Have the member acknowledge the conditions of mandatory referral by signing the letter of mandatory referral.

    5. Send the letter of mandatory referral to the HSO, ensuring it contains a statement that this is a letter of mandatory referral, reasons why the member is being referred and a statement to the effect that the member will comply with the HSO's directions.

    6. If the member goes on sick leave, follow the special instructions of the HSO that outline the provisions of sick leave.

    7. If the member is not responding to the HSO's special instructions, report the noncompliance through channels for appropriate action.

2. When a member enters treatment under a mandatory referral, ensure that strict guidelines for recovery are adhered to for the overall well-being of the member.

3. Where dependency recurs, review the member's file and consider appropriate administrative procedures.

F. 7. e. **HSO**

1. When a member consults you about alcohol/drug dependency, observe medical confidentiality and do not disclose this information to anyone unless there is non-compliance with your recommendation for treatment and you consider the member to be a risk to himself/herself or others.

2. When a member is referred to you by a commander under a mandatory referral:

    1. Acknowledge receipt of the letter of mandatory referral.

    2. Inform the member of the time, date and location of the appointment for the assessment.

3. Conduct the assessment at the RCMP medical center or through a pre-arranged contracted center.

4. If you establish or confirm the diagnosis of dependency, inform the member, in writing, of the nature of the treatment and the specific requirements to be followed.

3. If the member accepts a specific course of treatment:

1. Write the specific course of treatment in a formal letter and have the member accept and sign the letter.

2. Inform the member that the letter will mention that you will contact his/her commander regularly to report his/her health status. No personal details will be revealed.

3. Document the course of treatment outlining the responsibilities of the commander and the supervisor, if any.

4. Update the member's medical profile as required.

5. If the member fails to follow the prescribed treatment/recovery plan, inform the commander for appropriate action.

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1999-05-07

F. 8. **Overseas and Isolated Postings - Dependents**

F. 8. a. If a member is stationed at an isolated post or overseas, the dependents who will accompany him/her will undergo:

1. pre-posting and post-posting medical examinations;

2. pre-posting psychological assessments of all dependents 16 years of age and over, with assessments for those under age 16 as deemed necessary by the division psychologist;

3. laboratory tests; and

4. immunizations against all diseases that are prevalent in the area.

Amended 2010-01-04

G. **EMOTIONAL HEALTH SERVICES**

G. 1. **Psychologically Traumatic Incidents**

G. 1. a. **General**

1. The intent of such services is to identify the situations for which it is mandatory to

contact Health Services, and those situations where it is highly recommended that Health Services be provided. See App. II-19-5.

2. A member involved in a psychologically traumatic incident will have prompt access to psychological support services, either individually or in a group.

G. 1. b. **Commander**

1. When a member is involved in a psychologically traumatic incident, promptly notify the HSO.

2. Inform the member of the medical arrangements being made on his/her behalf.

3. If necessary, approve sick leave. See II.5.G.

G. 2. **Undercover Drug Program**

G. 2. a. **General**

1. Confidential psychological services are provided to members involved in the Undercover Drug Program, including counseling on personnel selection, training, operations, and reentry to other policing duties. See HSM III.1.Q.

G. 2. b. **Drug Section Commander/Unit Commander**

1. If you find that one of your members is experiencing work-related emotional or behavioral problems, consult your regional psychologist, when:

    1. assessing whether a member should continue in an ongoing and potentially long-term operation;

    2. considering for assignment to another undercover operation, a member who has worked on several successive operations, or has just completed a long-term operation; or

    3. a member is being transferred from undercover assignments.

    NOTE: Consultations are confidential.

2. Distinguish carefully between disciplinary problems which you must handle, and psychological problems that require a consultation.

G. 3. **Suicide Prevention**

G. 3. a. **General**

1. RCMP management in its concern about member suicide is attempting to:

    1. determine whether factors associated with police duties are contributing to the incidence of suicide, and

2. identify potential high-risk factors and situations which contribute to suicide and to take all possible steps to prevent it.

2. To assist management in preventing member suicide, a psychological post-mortem/assessment will be conducted by the regional psychologist or an RCMP-designated psychologist following a suicide, suspected or attempted suicide. The postmortem/assessment will:

    1. identify stressors associated with police suicide, and

    2. provide data for developing suicide prevention measures.

3. While conducting a psychological postmortem/assessment, the regional psychologist may also provide psychological counseling to the member's immediate family, supervisor and coworkers.

4. Psychological postmortem/assessment and follow-up reports will become part of the appropriate confidential medical file.

G. 3. b. **Psychological Interview in an Attempted Suicide**

1. It is essential that the member who attempts suicide be given a psychological assessment and counseling or therapy.

2. After an assessment, the psychologist will make recommendations to management on the member's suitability to be armed and have access to firearms.

3. Psychological counseling is provided, as required, to the member's immediate family, supervisor and coworkers.

4. A follow-up assessment will be conducted within three months of an attempted suicide and a copy of the assessment report will be forwarded to National Headquarters, ATTN: Chief, Emotional Health Programs, National Health Services Policy Centre.

Amended 2003-02-05

G. 4. **Reserved**

G. 5. **Assessment of Operational Communications Centre Operators**

G. 5. a. Emotional Health Services will:

1. identify and recommend rejection of OCC operator candidates with psycho-pathology,

2. provide biennial psychological assessment and debriefing for OCC operators and supervisors, and

3. provide psychological debriefing to OCC operators and their supervisors when

they are involved in traumatic incidents.

G. 5. b. After an applicant for an OCC operator position has successfully completed the structured interview and before being placed on the "Waiting List", the OIC Staffing and Personnel will refer him/her to the division HSO/regional psychologist for psychological assessment.

G. 5. c. The OCC Commander will:

1. refer the OCC operator/supervisor to the regional psychologist every two years, (from the engagement anniversary date) for psychological assessment and debriefing; and

2. when the OCC operator/supervisor is involved in a traumatic incident, refer the operator, supervisor and RMs to the HSO/regional psychologist for psychological debriefing. See G.1. and App. II-19-5.

G. 5. d. The HSO/regional psychologist will:

1. send recommendations arising from the assessment for selection purposes to the OIC Staffing and Personnel,

2. ensure the OCC operators and supervisors are included when a psychological debriefing is conducted following a traumatic incident,

3. send the recommendation arising from the routine biennial assessment and post trauma psychological debriefing to the officer responsible for the OCC personnel in question, and

4. refer to HSM III.1.V.

Amended 2004-09-09

H. **PSYCHOLOGICAL ASSESSMENTS**

H. 1. **NCECC and ICE Unit Personnel**

H. 1. a. **General**

1. Employees who work for, or report to, the National Child Exploitation Coordination Centre (NCECC) or regional Integrated Child Exploitation (ICE) units may be exposed to explicit, pornographic and often violent materials involving the exploitation of children.

   NOTE: Exposure means being involved in active review and/or analysis of visual, written and/or auditory material of child sexual abuse.

2. Due to the potential psychological impact of the work, a psychological assessment strategy will be followed to help ensure the occupational health and safety of employees, public safety and the integrity of the RCMP.

   1. This assessment strategy only applies to secondees from other law enforcement

agencies when occupational health monitoring has been delegated to RCMP Health Services in an MOU or Agreement.

3. Mandatory psychological assessments include a clinical interview and a schedule of psychometric measures. For types and frequency of testing, see HSM App. III-1-5.

4. The Regional/Divisional or designated psychologist will make recommendations to the HSO, including a summary of information regarding clinical conclusions, not detailed responses to questions, e.g. suitable or not suitable for assignment.

    1. When required, the designated psychologist will inform the Regional/Divisional psychologist of a need for remedial assistance and the Regional/Divisional psychologist will arrange for psychological services.

5. The HSO will provide to the Unit Commander, written confirmation of suitability, fitness for duty or restriction from duty.

6. The divisional Unit Commander will provide to the HSO, the list of employees working in the duty area who require six-month, annual and exit assessments with sufficient notice to allow for the organization of the assessments with Regional/ Divisional or designated psychologists, e.g. two months in advance.

H. 1. b. **Initial Assessment**

1. After advising the applicant of the process and possible outcome of the assessment, the Regional/Divisional or designated psychologist will obtain written consent from the applicant before proceeding.

2. The psychologist will forward a copy of the written consent to the HSO with recommendations. See H.1.a.4.

3. The psychologist will inform the HSO of a refusal or revocation of consent.

4. After the initial screening for employment in the duty area, the psychologist will recommend whether or not the applicant is suitable for assignment at that time.

H. 1. c. **Ongoing Assessment**

1. After subsequent screening or ongoing assessment for employment in the duty area, the psychologist will recommend to the member's HSO, whether or not the employee is suitable for continuation of duty or should be subject to temporary duty restrictions.

H. 1. d. **Exit Assessment**

1. After the exit assessment of an employee who leaves the unit, either voluntarily or involuntarily, the psychologist will recommend to the member's HSO, whether the employee is suitable for placement without restrictions or should be subject to temporary duty restrictions.

2. When the RCMP employee leaves the area of duty, the psychologist will instruct the employee to contact RCMP Health Services if he/she subsequently experiences signs or symptoms of psychological difficulty, which he/she suspects could be associated with work in this duty area.

3. When a seconded employee from another law enforcement agency leaves the RCMP and subsequently experiences signs or symptoms of psychological difficulty, which he/she suspects could be associated with work in the RCMP area of duty, the psychologist will instruct him/her to contact his/her home agency's Health Services.

H. 2. **Collision Analyst/Reconstructionist**

H. 2. a. **General**

1. A collision analyst/reconstructionist (CA/R), who reports directly or indirectly to the Division Collision Reconstruction Program Manager, is frequently exposed to potentially traumatic events in the course of his/her duties.

    1. A CA/R is a member who typically has at least three to five years of general duty policing experience upon entry into the duty area.

    NOTE: Exposure means attending collision scenes, including mass casualty collisions and sometimes horrific crimes.

2. Due to the potential psychological impact of the work, a psychological assessment strategy will be followed to help ensure the occupational health and safety of employees, public safety and the integrity of the RCMP.

    1. This assessment strategy applies to all full-time and part-time CA/Rs.

        1. For a full-time CA/R, the psychological assessment will be performed annually.

        2. For a part-time CA/R, the psychological assessment will be performed every two years.

        NOTE: If the frequency of the call-outs for a part-time CA/R exceeds 24, then the psychological assessment will be performed annually.

3. Mandatory psychological assessments include a clinical interview and a schedule of psychometric measures. For types and frequency of testing, see HSM App. III-1-6.

4. The designated psychologist will make recommendations to the HSO, including a summary of information regarding clinical conclusions, not detailed responses to questions, e.g. suitable or not suitable for assignment.

    1. When required, the designated psychologist will inform the Regional/Divisional psychologist of a need for remedial assistance and the Regional/Divisional psychologist will arrange for psychological services.

5. The HSO will provide to the Division Collision Reconstruction Program Manager, written confirmation of suitability, fitness for duty or restriction from duty.

6. The Division Collision Reconstruction Program Manager will provide to the HSO, the list of CA/Rs working in the duty area who require annual, biennial and exit assessments with sufficient notice to allow time to organize the assessments with Regional/Divisional or designated psychologists, e.g. two months in advance.

H. 2. b. **Initial Assessment**

1. After advising the applicant of the process and possible outcome of the assessment, the designated psychologist will obtain written consent from the applicant before proceeding.

2. The psychologist will forward a copy of the written consent to the HSO with recommendations. See sec. H.2.a.4.

3. The psychologist will inform the HSO of a refusal or revocation of consent.

4. After the initial screening for employment in the duty area, the psychologist will recommend whether or not the applicant is suitable for assignment at that time.

H. 2. c. **Ongoing Assessment**

1. After subsequent screening or ongoing assessment for employment in the duty area, the psychologist will recommend to the member's HSO, whether or not the CA/R is suitable for continuation of duty or should be subject to temporary duty restrictions.

H. 2. d. **Exit Assessment**

1. After the exit assessment of an employee who leaves the unit, either voluntarily or involuntarily, the psychologist will recommend to the member's HSO, whether the CA/R is suitable for placement without restrictions or should be subject to temporary duty restrictions.

2. When the RCMP employee leaves the area of duty, the psychologist will instruct the employee to contact RCMP Health Services if he/she subsequently experiences signs or symptoms of psychological difficulty, which he/she suspects could be associated with work in this duty area.

Amended 2010-08-11

I. FITNESS AND LIFESTYLE PROGRAM - moved to LTDM ch. 2.3.

Amended 2012-04-26

J. FOREIGN MISSIONS HEALTH CARE

J. 1. **General**

J. 1. a. This section outlines health care services for members assigned to UN, Organization for Security and Cooperation in Europe (OSCE) or other international/regional organizations.

J. 1. b. Details of a medical/psychological condition will be revealed only to health professionals. In the case of a duty-related illness or injury, more information may be provided on a need-to-know basis.

J. 1. c. Information communicated to mission project coordinators on any of the above issues will be directed to the appropriate Health Services personnel.

J. 2. **Minor Physical Injury/Illness**

J. 2. a. **Contingent Commander/Designate**

1. Refer the contingent member to the nearest available medical unit for immediate first aid/treatment.

2. Notify the Peacekeeping Health Services Nurse and, if the injury/illness is duty-related, also notify the Project Mission Coordinator.

3. Submit form 3414 and the appropriate UN/OSCE or other equivalent report to National Headquarters, ATTN: Occupational Safety Officer, Occupational Health and Safety Services.

4. Request the treating physician or the contingent member to submit the medical report directly to the Peacekeeping Health Services for forwarding to the member's divisional Health Services for inclusion on his/her medical file.

J. 2. b. **International Peacekeeping Health Services Nurse**

1. Notify all appropriate parties on a need-to-know basis.

J. 2. c. **Member**

1. Go to the nearest medical facility in theatre for treatment/first aid.

2. Obtain copies of all medical reports.

3. Notify the Peacekeeping Health Services Nurse of your visit and make sure reports are forwarded for inclusion on your medical file.

4. Inform the Contingent Commander and the Mission Project Coordinator if sick leave or work restrictions are indicated and if the injury or illness is duty-related.

J. 3. **Major Physical Injury/Illness**

J. 3. a. **Contingent Commander/Designate**

1. Arrange for immediate transportation of the member to the nearest medical unit for stablization and treatment.

2. Arrange for MEDEVAC, if indicated, as outlined in partner or mission agreements with the Department of Foreign Affairs and International Trade, UN, OSCE, or other agencies.

3. Forward all available details of the accident or incident by the fastest possible means, normally telephone, as outlined in the Major Incident Contingency Plan to National Operations Center. The National Operations Center will notify the Director of International Peacekeeping who will then deploy the Peacekeeping Operations Crisis Response Team.

4. Complete and submit the appropriate forms. See J.2.a.3.

J. 3. b. **OIC International Peacekeeping Health Services**

1. Notify the Peacekeeping Health Services Nurse who will consult with a physician and notify the member's Divisional Health Services.

2. Notify the Project Mission Coordinator and the Peacekeeping MEAP Coordinator.

J. 4. **Traumatic Incident**

J. 4. a. **General**

1. A traumatic incident can be either physical or psychological or both. See App. II-19-5.

J. 4. b. **Contingent Commander/Designate**

1. Report the incident to the Peacekeeping Health Services Psychologist.

2. Complete and submit the appropriate forms. See J.2.a.3.

J. 4. c. **International Peacekeeping Health Services Psychologist**

1. Determine the need for psychological debriefing in accordance with G.1. and in consultation with the Contingent Commander/Designate and arrange for the same in theatre as indicated.

2. Notify the divisional psychologist, Mission Project Coordinator, Peacekeeping MEAP Coordinator and all appropriate parties on a need-to-know basis.

J. 4. d. **International Peacekeeping MEAP Coordinator**

1. Contact the member's division MEAP Coordinator for appropriate action

in concert, if indicated, with the division psychologist. For other police departments, contact the appropriate personnel.

J. 5. **Major Family Incident**

J. 5. a. **Division MEAP Coordinator**

1. Notify the division psychologist for local support if needed.

2. Notify the Peacekeeping MEAP Coordinator for further action as required.

J. 5. b. **International Peacekeeping MEAP Coordinator**

1. Notify the OIC Peacekeeping Health Services.

2. Notify the contingent commander and Mission Project Coordinator for the development of a coordinated action plan as dictated by the circumstances.

Amended 2007-05-22

ADMIN. MANUAL
APPENDIX II-19-4

FRANÇAIS

ENGAGEMENT MEDICAL PROFILES --

Cancelled and Replaced by bulletin AM-2132 dated 2008-11-27

ADMIN. MANUAL
APPENDIX II-19-5
FRANÇAIS

REPORTING PSYCHOLOGICALLY TRAUMATIC INCIDENTS (1)

1. A psychologically traumatic incident is any situation that has sufficient emotional power to cause a member to experience a strong or overwhelming reaction and which may inhibit a return to normal duties or lifestyle.

It is an incident in which a member:

a. fires his/her weapon at another person or object or is fired upon;

1. This includes incidents such as accidental discharge resulting in an injury but excludes incidents such as shots fired into the air with no injury resulting. (2)

b. witnesses the death or severe injury of a coworker; (2)

c. witnesses or investigates an extremely tragic accident involving mass casualties, e.g. a plane crash, train wreck, multi-vehicle traffic accident; (2)

d. is involved in a hostage-taking that involves prolonged negotiations, or is held hostage for a period longer than four hours; (2)

e. is first on the scene at the death or severe injury of a child; (3)

f. witnesses or investigates an extraordinarily violent crime, e.g. gory murder, mutilation; (3)

g. is exposed to repeated physical threats, e.g. more than four successive days in crowd-control situations, having rocks and other objects thrown at him/her; (3)

h. is involved in a tragic nonwork situation, e.g. loss of own home and possessions due to fire; (3)

i. is charged or suspended from duty, or is under internal investigation; (3)

j. is involved in prolonged investigation involving sexual assault, adverse physical conditions or long working hours, e.g. several children abused, necessity to separate children from their families; (3)

k. has unreasonable demands placed on him/her, e.g. by an extremely unstable individual in a witness relocation situation; (3)

l. is called to an accident scene where family members or close friends are involved; (3) or

m. is involved in repeated hazardous pursuits. (3)

(1) EVERY INCIDENT MUST BE REPORTED TO THE MEMBER'S COMMANDER.
(2) A PSYCHOLOGICAL DEBRIEFING IS MANDATORY.
(3) IT IS HIGHLY RECOMMENDED THAT THE MEMBER SEEK PSYCHOLOGICAL ASSISTANCE.

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1995-03-31

2. EMPLOYMENT EQUITY

A. ORIGINATOR

A. 1. Official Languages and Diversity Management Branch, Human Resources Directorate.

B. REFERENCES

B. 1. *Canadian Multiculturalism Act.*

B. 2. *Constitution Act* (including the *Canadian Charter of Rights and Freedoms*).

B. 3. *Employment Equity Act.*

B. 4. *Privacy Act.*

B. 5. *Public Service Employment Act.*

B. 6. *RCMP Act.*

B. 7. I.7., Internal Review Program.

B. 8. II.13., Human Rights.

B. 9. II.20., Grievances.

B. 10. *Treasury Board Manual*, Personnel Management, Human Resources Vol., Ch. 1-4.

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. The RCMP is fully committed to employment equity.

D. 2. The RCMP is identifying and removing barriers in employment systems, practices and directives.

D. 2. a. The RCMP is striving to change attitudes and behavioral patterns that have an adverse effect on the employment or career progression of members of designated groups.

D. 2. b. The RCMP is implementing special measures to correct the effects of employment disadvantages and to promote the workforce participation of designated groups.

E. GENERAL

E. 1. Designated groups include:

E. 1. a. aboriginal peoples,

E. 1. b. members of visible minority groups,

E. 1. c. persons with disabilities, and

E. 1. d. women.

E. 2. With the exception of women, representation will be based on the voluntary self identification of members of designated groups using the following forms:

E. 2. a. for PSEs, form 3504, Employee Identification; and

E. 2. b. for members, form 3501, Self-Identification Questionnaire.

E. 3. Within reason, management will provide technical aids and attendant and other specialized services to ensure that the identified employment-related needs of employees with disabilities are met and to eliminate barriers that would obstruct their employment opportunities.

E. 3. a. Decisions will be based on discretion/medical recommendation when required.

E. 4. An inventory of technical aids is maintained by Finance and Supply Dir. and is available from Admin. offices.

F. **ACCOUNTABILITY**

F. 1. A CO/director is accountable for:

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2000-01-28

F. 1. a. attaining equitable representation and distribution within his/her area of command;

F. 1. b. applying special measures, when required; and

F. 1. c. providing reports, when required.

F. 2. An employee with a disability is responsible for:

F. 2. a. identifying employment-related needs to his/her supervisor and assisting in identifying the most appropriate means of accommodating those needs; and

F. 2. b. notifying his/her supervisor when technical aids, attendant or other specialized services are no longer required.

G. **SPECIAL PROGRAMS/BONA FIDE OCCUPATIONAL REQUIREMENT**

G. 1. **General**

G. 1. a . In accordance with Sec. 16(1), CHRA, an employer may adopt special programs, plans or arrangements to improve employment opportunities for any group of persons who may suffer discrimination based on race, national or ethnic origin, color, religion, age, sex, marital status, family status, or disability.

G. 1. b. In the RCMP, special program means a program, plan or arrangement designed to make the RCMP as representative of the communities it serves as is practicably feasible at all levels, by ensuring access to opportunities in recruiting, hiring, transfers, promotions, training, and development.

G. 1. c. The prime objective of special programs is to enable the RCMP to provide effective policing services to diverse and changing communities across Canada.

G. 1. d. Maintenance of the merit principle and of RCMP standards is paramount in establishing special programs.

G. 1. e . One of the determining factors in establishing a bona fide occupational requirement (BFOR) under Sec.15(a), CHRA, is that it must be applied in good faith and objectively determined to be reasonably necessary for the safe, efficient and reliable performance of the essential duties of the job.

1. The requirement must be reasonable so that varying or modifying it would cause undue hardship. For instance, a requirement based on the consideration of risk to others is legitimate when the absence of the requirement would likely result in injury to the public or coworkers, e.g. a police officer must be willing to use a firearm in the course of his/her duties.

2. Each proposal for a BFOR position should be recommended by the manager and approved by the CO/Director.

G. 1. f. RCMP functions and organizational areas identified for special programs/BFOR are outlined in App. II-2-1.

G. 1. g. The rationale that identifies a special program/BFOR position must be included in the Job Opportunity Bulletin (JOB) as outlined in App. II-2-1, para. 7.

G. 2. **Establishing a Special Program**

G. 2. a. Each special program will be based on a proposal that details the following points:

1. **Statement of Intent/Justification**: This outlines the basic reason for the special program. It should explain that other available processes, including new promotional systems, are not able to overcome or offset the impact of past policies and practices or that otherwise normal barriers (e.g. length of service, small feeder pool, transfer policies) prevent the RCMP function from being representative.

2. **Labor-Force Analysis**: This describes in statistical detail the composition of the:

1. relevant labor force;

2. cadet or applicant pool;

3. RCMP in general;

4. community, if direct service to the public is involved; and

5. RCMP function to which the special program applies.

3. **Projected End Result**: This outlines, as clearly as possible, the final outcome of the special program, given present data and projections.

4. **Benefits**: This outlines the benefits to the RCMP, community, designated group individuals affected by the special program.

    1. The benefits must be identified so that there is a clear understanding that the special program will be implemented because of its merits, and not as an exercise in preferential treatment.

    2. The broadest possible benefits have to be derived in order to justify a special program.

5. **Method of Implementation**: This briefly outlines the means by which the desired end results are to be achieved.

6. **Timetable and Projected End Date**: This is to ensure that the special program is implemented as planned and reaches a logical conclusion.

7. **Approvals**: Each proposal for a special program must be recommended by the CO Director and approved by the DOP/OIC, Official Languages and Diversity Mgt. Br..

    1. Each proposal must follow the process outlined in this chapter.

    2. The DOP may initiate RCMP-wide special programs in particular functions where there is an identified need.

    3. The div., affected dir. and the DSRR Committee/union representatives must be informed whenever a special program is established.

8. **Individual Applications**: To participate in a special program, div. and dir. must send their submissions to Headquarters, ATTN: OIC Official Languages and Diversity Mgt. Br.

G. 3. **Phasing Out a Special Program**

G. 3. a The monitoring process will provide the factual information required to decide how a program will end. Each special program may end in any of the following ways:

    1. **Scheduled End Date**: The program ends on schedule without any further measure because all goals have been met, the need no longer exists, and available

policies and practices effectively maintain the impact of the program.

2. **Establishing Bona Fide Occupational Requirements (BFORs)**: On the end dateof the special program, establishment of a BFOR may be considered because being a member of a designated group may be a requirement for carrying out certain job duties effectively, e.g. training, recruiting, specialized functions.

    1. See also II.13.E.4.

OR

3. **Temporary Suspension**: Special program initiatives may be suspended for operational or administrative reasons.

    1. The DOP/delegate must be informed when a special program is suspended.

    2. Resumption of a special program will be at the discretion of the div.

G. 3. b. Justifications and conditions for the renewal of a special program must be set out in detail and be approved by the DOP/delegate.

G. 4. **Monitoring and Reporting**

G. 4. a. A brief report on each special program initiative must be submitted to the Employment Equity Sec. on the anniversary day of the approval.

    1. A summary report must be submitted to the Employment Equity Sec. at the planned end date of the special program, including any proposal for continuation or conversion to a BFOR.

G. 5. **Grandfathering of Existing Programs**

G. 5. a. Any existing special program will be allowed to continue. Annual reports will be submitted to the Employment Equity Sec., as well as a summary report on the planned end date.

5588
1996-10-25

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. II.20. General Duty Police Resourcing Model

Policy Amended: 2019-07-05

For information regarding this policy, contact Police Resourcing Model Support Unit, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
4. Training and Data

---

1. General

1. 1. **General Duty Police Resourcing Model (GDPRM)** means an RCMP-developed business intelligence tool and computerized workload simulation model.

1. 1. 1. The GDRPM is the nationally developed methodology for determining the number of frontline general duty staffing levels at RCMP detachments in provinces and municipalities that have provincial and municipal police service agreements.

1. 1. 2. The GDPRM requires specific training and expertise to operate.

2. General

2. 1. The GDPRM is a part of the overall RCMP resourcing and business planning process.

2. 1. 1. The GDPRM is used to help determine appropriate staffing levels in consultation with key stakeholders in conjunction with other qualitative information and processes.

NOTE: Ongoing consultation regarding staffing and service levels with client communities and governments is an important part of the human resource estimation process and an integral part of the provincial and municipal police service agreements.

3. Roles and Responsibilities

3. 1. Police Resourcing Model Support Unit

3. 1. 1. The policy centre for the GDPRM is the Police Resourcing Model Support Unit (PRMSU), Contract and Indigenous Policing, National Headquarters.

3. 1. 2. The role of PRMSU is to:

3. 1. 2. 1. provide GDPRM national training and ongoing support to Divisional users;

3. 1. 2. 2. maintain and update the current resourcing model, associated modules, and tools;

3. 1. 2. 3. conduct quality assurance reviews to ensure that the model is being used correctly and consistently; and

3. 1. 2. 4. collaborate with outside agencies to share research, training, and best practices.

3. 1. 3. Modifications to the GDPRM will only be approved by PRMSU.

3. 1. 4. GDPRM time standard validations will be reviewed on a periodic basis to ensure that the GDPRM is current.

3. 1. 5. The GDPRM is the intellectual property of the RCMP and a copyrighted product.

3. 1. 6. The GDPRM must not, under any circumstances, be disseminated without prior consent and permission from PRMSU.

3. 2. Divisional Client Services, Operations Strategy Branches, and Planning Sections

3. 2. 1. Divisional Client Services, Operations Strategy Branches, and Planning Sections will normally complete the GDPRM studies within their own areas.

3. 2. 2. All GDPRM studies will be done in adherence with the General Duty Police Resourcing Model User Manual.

3. 2. 3. GDPRM activities and studies can be subject to national quality assurance reviews by PRMSU at any time.

3. 2. 4. GDPRM studies and reports must be classified and identified as "Protected B".

3. 2. 5. GDPRM studies and reports require review and approval by PRMSU prior to being shared with external partners, agencies and stakeholders.

3. 2. 6. Divisional Client Services, Operations Strategy Branches, and Planning Sections will, upon the request of PRMSU, submit any GDPRM study requested, including all raw data and associated information.

3. 2. 7. No attempt to modify the GDPRM internal components or the associated record management systems and computer aided dispatch modules will be made.

NOTE: This does not include model output, e.g. charts and graphs.

4. Training and Data

4. 1. GDPRM training will only be provided to employees:

4. 1. 1. within the Divisional Client Services, Operations Strategy Branches, and Planning Sections; or

4. 1. 2. who have been pre-approved by PRMSU.

4. 2. Use of the GDPRM is restricted to employees who have successfully completed the GDPRM Phase I in-class, Phase II field training exercise, and final accreditation.

4. 3. Employees must complete Phase II training within one year of the successful completion of their Phase I training.

4. 3. 1. Employees who do not fulfill this requirement will be obligated to retake Phase I training.

4. 4. The GDPRM modules and tools are continually updated by the policy centre.

4. 4. 1. At any time after certification, if there is one year of inactivity, employees will be required to complete a refresher course to ensure they are proficient with the updated tools and relevant changes to process and policy.

4. 5. The GDPRM Police Reporting and Occurrence System (PROS) - Data Quality and Operational Reporting (DQOR) data report was developed for exclusive use with the GDPRM model only.

4. 5. 1. The report cannot be used with any other resourcing model or for any other reporting purpose.

4. 6. Authorization and access to the GDPRM PROS-DQOR data report is granted and managed by PRMSU.

4. 6. 1. Access is restricted to employees who have obtained approval to use the report from PRMSU.

4. 6. 2. Unauthorized sharing and/or distribution of DQOR data is prohibited.

4. 7. Users of the GDPRM PROS-DQOR data report are subject to the rules and guidelines as per IM App. III-1-2, Acceptable User Practices for RCMP Information Technology.

References

Date Modified: 2019-07-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. II.20. General Duty Police Resourcing Model

Policy Amended: 2020-10-09

For information regarding this policy, contact Police Resourcing Model Support Unit, Contract and Indigenous Policing.

1. Definitions

2. General

3. Roles and Responsibilities

4. Training and Data

---

1. Definitions

1. 1. **General Duty Police Resourcing Model (GDPRM)** means an RCMP-developed business intelligence tool and computerized workload simulation model.

1. 1. 1. The GDPRM is the nationally developed methodology for estimating frontline general duty staffing levels at RCMP detachments in provinces/territories and municipalities that have provincial/territorial or municipal police service agreements.

1. 1. 2. Training will be provided to employees identified in sec. 4., Training and Data.

2. General

2. 1. The GDPRM is a part of the overall RCMP resourcing and business planning process.

2. 1. 1. The GDPRM is used to help estimate appropriate staffing levels, in consultation with key stakeholders, in conjunction with other qualitative information and processes.

NOTE: Ongoing consultation regarding staffing and service levels with client communities and governments is an important part of the human resource estimation process and an integral part of provincial/territorial and municipal police service agreements.

3. Roles and Responsibilities

3. 1. Police Resourcing Model Support Unit

3. 1. 1. The policy centre for the GDPRM is the Police Resourcing Model Support Unit (PRMSU), Contract and Indigenous Policing, National Headquarters.

3. 1. 2. The role of the PRMSU is to:

3. 1. 2. 1. provide GDPRM national training and ongoing support to divisional users;

3. 1. 2. 2. maintain and update the current resourcing model, as well as associated modules and tools;

3. 1. 2. 3. conduct quality assurance reviews to ensure that the model is being used correctly and consistently; and

3. 1. 2. 4. collaborate with outside agencies to share research, training, and best practices.

3. 1. 3. Modifications to the GDPRM will only be approved by the PRMSU.

3. 1. 4. GDPRM time standard validations will be reviewed on a periodic basis to ensure that the GDPRM is current.

3. 1. 4. 1. The time standards were developed for exclusive use with the GDPRM—they cannot be extracted or used with any other resourcing model or for any other research or reporting purpose.

3. 1. 5. The GDPRM is the intellectual property of the RCMP and a copyrighted product.

3. 1. 6. The GDPRM must not be shared without prior consent and permission from the PRMSU.

3. 2. Divisional Client Services, Operations Strategy Branches, and Planning Sections

3. 2. 1. Divisional client services, operations strategy branches, and planning sections will normally complete GDPRM studies within their own areas.

3. 2. 2. All GDPRM studies will be done in adherence with the General Duty Police Resourcing Model User Manual.

3. 2. 2. 1. The General Duty Police Resourcing Model User Manual will be made available to divisional users who complete the national GDPRM in-class training.

3. 2. 3. The PRMSU may conduct national quality assurance reviews on GDPRM activities and studies at any time.

3. 2. 4. GDPRM studies and reports must be classified and identified as "Protected B."

3. 2. 5. GDPRM studies and reports must be reviewed and approved by the PRMSU before being shared with external partners, agencies, and stakeholders.

3. 2. 6. Divisional client services, operations strategy branches, and planning sections will, upon the request of the PRMSU, submit any GDPRM study requested, including all raw data and associated information.

3. 2. 7. GDPRM internal components and the associated record management systems and computer-aided dispatch modules must not be modified.

NOTE: This does not include model output (for example, charts and graphs).

4. Training and Data

4. 1. GDPRM training will only be provided to employees:

4. 1. 1. within the divisional client services, operations strategy branches, and planning sections; or

4. 1. 2. who have been pre-approved by the PRMSU.

4. 2. Use of the GDPRM is restricted to employees who have successfully completed the GDPRM Phase I in-class training, Phase II field training exercise, and final certification.

4. 3. Employees must complete Phase II training within one year of their successful completion of Phase I training.

4. 3. 1. Employees who do not fulfill this requirement will be obligated to retake Phase I training.

4. 4. The GDPRM modules and tools are continually updated by the PRMSU.

4. 4. 1. At any time after certification, if there is one year of inactivity, employees will be required to complete a refresher course to ensure they are proficient with the updated tools and relevant changes to process and policy.

4. 5. The GDPRM Police Reporting and Occurrence System (PROS) – Data Quality and Operational Reporting (DQOR) data report was developed for use with the GDPRM model only.

4. 5. 1. The report cannot be used with any other resourcing model or for any other reporting purpose.

4. 6. Authorization and access to the GDPRM PROS – DQOR data report is granted and managed by the PRMSU.

4. 6. 1. Access is restricted to employees who have obtained approval from the PRMSU to use the report.

4. 6. 2. Unauthorized sharing and/or distribution of GDPRM PROS – DQOR data is prohibited.

4. 7. Users of the GDPRM PROS – DQOR data report are subject to the rules and guidelines outlined in IM App. III-1-2, Acceptable User Practices for RCMP Information Technology.

References

Date Modified: 2020-10-09

AM - ch. III.3. Forms

Policy Amended: 2019-04-12

For information regarding this policy, contact Business Process Analysis Section, IM/IT Business Solutions Directorate.

1. Policy

2. General

3. Creation, Revision and Cancellation of Forms

4. Personal Information Banks

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1. Policy

1. 1. The OIC Information Management Branch is responsible for administering the RCMP Forms/Form Systems Management Program.

1. 2. Business Process Analysis Section is responsible for:

1. 2. 1. developing national policy, procedures and setting standards for the RCMP Forms/Form Systems Management Program; and

1. 2. 2. developing and maintaining national forms/form systems. See sec. 2., General.

1. 3. Regional Informatics Officers are responsible for administering forms/form systems serving unique internal needs.

1. 4. The creation, revision or cancellation of a form/form system will be approved by:

1. 4. 1. for a national form/form system, the director responsible for that program; and

1. 4. 2. for a division/region form/form system, the CO/delegate.

2. General

2. 1. A national form/form system supports national operational/administrative or federal statutory/regulatory requirements regardless of the geographic location/reporting structure in which it is used.

EXAMPLE: Forensic Laboratory Services maintains one central lab in Ottawa and five regional labs. Although the regional labs are funded centrally and report administratively to Ottawa, they provide a national police service to a local client base. Therefore, forms used by the Forensic Laboratory Services to collect and transmit operational and administrative information are designated national use.

2. 2. A division/region form/form system supports the requirements of a unique, internal program.

EXAMPLE: Forms used to enforce provincial statutes, such as court documents, and those used to administer division/region administrative and operational functions, e.g. shift schedules and performance logs, are considered division/region use.

2. 3. A form/form system provides a structured means of collecting/transmitting data/information.

2. 3. 1. It may be a preprinted form or an eform. Eforms may be electronic forms software generated, Wordperfect generated or system integrated user interfaces.

2. 4. A new form/form system may not be developed if another form/form system exists for the same purpose.

2. 5. When a preprinted form is officially canceled, the policy center is responsible for costs associated with the destruction of existing stock.

2. 6. RCMP web forms are available on the Infoweb, Popular Links - Forms.

3. Creation, Revision and Cancellation of Forms

3. 1. A Form 3000 must be submitted to BPAS/Regional/Division Forms Manager when a form/form system is to be created, revised or canceled.

3. 2. If a division creates, revises or cancels a form/form system BPAS must be notified.

3. 3. All forms/form systems must be registered by the Forms Manager.

4. Personal Information Banks

4. 1. A personal information bank (PIB) number and statement are mandatory on a form designed to collect personal information.

4. 2. The policy center is responsible for obtaining the PIB number.

4. 3. The Info Source describes consistent uses for each of the RCMP's personal information banks. For further assistance, contact the Access to Information and Privacy Branch, Strategic Policy and Planning Directorate.

References

- IMM ch. III.11., Information Access
- *Data Element Standards for Police Information Systems*, Canadian Association of Chiefs of Police
- *BPAS Electronic Forms Design Guide*

Date Modified: 2019-04-12

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AM - ch. III.4. Manual System

Policy Amended: 2019-02-19

For information regarding this policy, contact Policies and Publications Section, Information Management Branch.

1. Policy

2. General

3. Types of Directives

4. Distribution and Access

5. Maintenance and Control

6. Directives Amendments

7. National Historical Collection

---

1. Policy

1. 1. All RCMP directives must be published in the official manual system, which consists of the Administration and Operational manuals (basic manuals) and their corresponding subsidiary manuals.

1. 1. 1. RCMP policy centers must use the official RCMP manuals to disseminate new or revised RCMP policies or procedures.

NOTE: Failure to do so causes great confusion and could result in legal ramifications where the RCMP is challenged to explain its practices.

1. 1. 2. E-news, email messages, broadcasts, communiqués, features and memos cannot be a substitute for RCMP manual directives.

1. 1. 3. RCMP directives cannot be duplicated on any other website.

1. 2. The OIC, Information Management, CIO Sector, is responsible for the management of the RCMP manual system.

1. 3. The manual system will not duplicate external documents or policy from other government departments. Where practicable, these documents may be linked electronically through the RCMP Intranet (InfoWeb).

1. 4. National directives will be approved as follows:

1. 4. 1. As determined by the respective National Headquarters policy center, policy amendments of national significance may be forwarded to the Senior Executive Committee (SEC) Coordinator for presentation to SEC for approval. The Record of Decision will be returned to the A/Commr., director general/director who requested the change.

1. 4. 2. If policy amendments represent routine administrative or operational program changes, the A/Commr., director general or director responsible for the respective program or service will approve them.

1. 4. 3. Amendments to procedures will be approved by the A/Commr., director general, director or delegate responsible for the respective program or service.

1. 5. Regional directives will be approved by the D/Commr./delegate.

1. 6. Division directives will be approved by the CO/delegate.

2. General

2. 1. For the purposes of the manual system, the term **directives** means both policies and procedures.

2. 1. 1. **Policies** are the general principles by which the RCMP is guided and directed in the management, administration and fulfillment of its programs and services as authorized by laws, regulations and rules. Policies state what is to be done and who is responsible to do it. They constitute advance official approval of the actions that employees are to take under stated circumstances.

2. 1. 2. **Procedures** are the actual courses of action, methods, steps, and routines, to be followed in accordance with the guiding policies, laws, regulations and rules.

2. 2. The manual system is only available in HTML web-based format on the Infoweb home page, Employee Tools, RCMP Manuals.

2. 3. For national directives, the OIC Information Management will decide any questions concerning the authenticity of any manual amendments. For regional or division supplements, concerns will be settled by the Regional Informatics Officer.

2. 4. For advice and interpretation of any directives, consult the policy center listed at the beginning of each chapter.

3. Types of Directives

3. 1. Basic Manuals

3. 1. 1. A directive applicable to the general operations or administration of the RCMP will be published in one of the basic manuals, i.e. Operational or Administration Manual.

3. 2. Subsidiary Manuals

3. 2. 1. A national directive that applies to a specific program, or is of value to a limited audience, will be published in the appropriate subsidiary manual.

3. 3. Supplements

3. 3. 1. If a directive applies only to a particular area, e.g. directorate, region, division, subdivision, detachment, or unit and the information is not contained in any national directive, it will be published as a supplement in either a basic or subsidiary manual. See sec. 4.3.

NOTE: Supplements are not meant to repeat national directives (white sheets). Only local practices unique to a province should be included in division supplements.

3. 4. Bulletins

3. 4. 1. As of 2018, bulletins are no longer published in the RCMP Manuals and content is instead incorporated into the appropriate policies.

3. 4. 2. Bulletins were initially published for two reasons:

3. 4. 2. 1. If circumstances prevented timely publication of a directive in the manual system, it was published as a "retain until" bulletin for a maximum of three months, after which it was to be incorporated into the respective chapter or supplement.

3. 4. 2. 2. A directive of short-term value was published as a "retain until" bulletin. This type of bulletin was retained for two months, and then deleted.

3. 4. 3. All previously published bulletins are available for historical purposes.

3. 5. CSO Submissions

3. 5. 1. Professional Standards and External Review Directorate is responsible for reviewing and forwarding CSOs for approval.

3. 6. Other Work Instruments

3. 6. 1. Other work instruments, e.g. guides and handbooks, may be added as ancillary electronic documents on the InfoWeb, under A-Z Index -> Guides and Handbooks.

3. 6. 1. 1. The Guides and Handbooks site is maintained by New Media, National Communication Services.

3. 6. 2. The publication or amendment of a work instrument must be approved by the appropriate OIC of the program/service.

3. 6. 3. For information on the format, editing services and submission of other work instruments, contact Policies and Publications Section (PPS).

4. Distribution and Access

4. 1. For public and non-RCMP access to RCMP manuals, refer to IMM ch. 3.1., sec. J. Public Access to RCMP Manuals.

4. 2. Unique situations may warrant the downloading of electronic manuals to a CD-ROM, e.g. members assigned to international peacekeeping or training. For this service, contact PPS.

4. 3. Color codes are used to identify the various issuing levels and to assist in dissemination. In order of precedence for placement in the manual system, the color codes are as follows:

RCMP Directives Issuing Level	Colour
National Headquarters	White
Region/Division	Blue/Green
Autonomous Detachment, Subdivision, Directorate	Yellow
Other Units	Pink

5. Maintenance and Control

5. 1. National manual amendments are assigned a publication date.

6. Directives Amendments

6. 1. The format, writing style and standards applicable to the official manual system are contained in this chapter, and the User's/Writer's Guide to RCMP Manuals on the InfoWeb under A-Z Index -> Guides and Handbooks.

6. 2. Amendments to national directives are coordinated by the policy center for the respective chapter policy center. Submit requests for directives editing and publication with a covering Form 1111, Publication Amendment Request, to PPS.

6. 2. 1. For submission procedures, consult the User's/Writer's Guide to RCMP Manuals.

6. 3. Amendments to regional/divisional directives are coordinated by the respective divisional directives reviewer.

7. National Historical Collection

7. 1. Every bulletin and manual amendment to the national directives are retained by PPS.

7. 2. Requests for historical directives may be emailed to PPS. To narrow the search, provide as much information as possible about the subject, chapter content, revision number, date of publication, date required and reason.

Reference

- The Mission, Vision, Values and Commitments of the RCMP

Date Modified: 2019-02-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. VIII.1. Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP

Directive Amended: 2014-01-31

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management, Irrelevant

1. Policy
2. General
3. Release of Information
4. First Duties When Loss, Damage, Theft, Injury or Death Occurs
5. Investigation of Loss, Damage or Theft of Property, or Injury or Death
6. Reporting Procedures
7. Review Procedures
8. Losses of Money Suffered By the Crown

1. Policy

1. 1. An employee is accountable for, and will immediately report to his/her supervisor, any loss, damage or theft of:

1. 1. 1. public property in his/her care and control;

1. 1. 2. any property leased or in the care and control of the RCMP;

1. 1. 3. any property coming into his/her possession during the course of his/her duties;

1. 1. 4. money; or

1. 1. 5. any motorized vehicle leased, owned, donated, rented or under the authority of an employee of the RCMP and used in the service of the RCMP. Any motorized vehicle includes a police motor vehicle, marine patrol vessel, police aircraft, all-terrain vehicle, snowmobile, and power toboggan.

2. General

2. 1. This policy applies to all collisions and incidents of damage involving all mode of RCMP transportation, land, air, and marine, whether it is the result of a collision, maliciously damaged or receives damage of an unknown origin.

2. 2. An incident is any occurrence involving injury or property damage which could result in either a claim:

2. 2. 1. against the RCMP, or

2. 2. 2. by the RCMP against another party for damage to RCMP property or equipment.

3. Release of Information

3. 1. Employee

3. 1. 1. To protect the interests of the Crown, a legal adviser, insurance adjuster or other interested person enquiring into an incident where there is a possibility of a claim against the Crown, give information only as required by statute. You may release the following facts:

3. 1. 1. 1. name, age, and address of the employee;

3. 1. 1. 2. in police transport accidents, the police operator's licence number, car make and model, and vehicle registration number; and

3. 1. 1. 3. place, date, and time of the incident.

3. 1. 2. If additional information is requested, consult your regional office of the Department of Justice Canada for guidance.

3. 1. 3. If you receive a request to interview an employee involved in the loss, damage or theft of public property, or property leased, or in the care and control of the RCMP, refer the request to Justice Canada through channels and await instructions.

3. 1. 4. The RCMP national claims adjuster may request and receive additional information to be used in the claims adjusting process. If additional information is requested, you may contact your Regional Litigation Unit or the Director, National Claims and Litigation Dir., for guidance.

4. First Duties When Loss, Damage, Theft, Injury or Death Occurs

4. 1. Employee

4. 1. 1. The issue of liability will be addressed by the division, RCMP insurance adjuster or Justice Canada, and there will be no admission of liability on the part of the RCMP or yourself before legal consultation.

4. 2. Supervisor

4. 2. 1. Immediately notify your OC if serious loss, damage or theft occurs to property, or serious injury or death occurs to any person in the use of such property.

4. 2. 2. Ensure the incident is reported to other departments or agencies to which there is a legal requirement to report.

4. 3. OC (includes OIC of a unit reporting directly to the CO)

4. 3. 1. In serious incidents, appoint an investigator who has experience in the type of incident being investigated.

4. 3. 2. If it is a fatal or near-fatal incident in which an RCMP member is involved, appoint an investigator from a unit other than the involved member's unit to avoid partiality.

4. 3. 3. If a land transport is involved, appoint, whenever possible, an investigator who has specialized training, i.e. the Technical Traffic Accident Investigation Course at the CPC or a divisional Traffic Accident Investigation Course.

4. 3. 4. Notify your CO if the incident involves serious injury or death, a patrol vessel or aircraft, public property damage in excess of $1,000 or damage from a suspicious fire.

4. 3. 5. If telecommunications equipment is lost, damaged or stolen, notify the nearest telecommunications section. Request the telecommunications coordinator to:

4. 3. 5. 1. substantiate the amount of the loss; and

4. 3. 5. 2. recommend whether the equipment should be disposed of, repaired or replaced.

4. 3. 6. If Special "I" equipment is lost, damaged or stolen, notify the divisional Special "I" coordinator who will in turn notify National Headquarters, ATTN: OIC Technical Ops.

4. 4. CO

4. 4. 1. If any person suffers serious or fatal injury in or through the use of property owned, leased or in the care and control of the RCMP, notify National Headquarters, ATTN: Director, Media Relations and the Director, National Claims and Litigation Dir., by message.

4. 4. 2. If an RCMP aircraft is lost, damaged, or stolen, notify National Headquarters, ATTN: Director, Technical Investigative Services.

4. 4. 2. 1. An Air Services Officer will be appointed by the Director, Technical Investigative Services, to assist in the investigation of aircraft accidents.

4. 4. 3. If a marine patrol vessel is lost, damaged, or stolen, notify National Headquarters, ATTN: OIC Assets Management and Programs Br.

4. 4. 4. If telecommunications/EDP equipment is lost, damaged, or stolen, notify National Headquarters, ATTN: CIO.

4. 4. 5. In case of fire loss or damage to buildings, notify National Headquarters, ATTN: OIC Assets Management and Programs Br.

4. 4. 6. If an act of violence or break-and-enter upon RCMP-owned, leased or occupied properties or facilities occurs, affecting RCMP equipment and employees or their immediate families, notify National Headquarters, ATTN: DG Departmental Security, Technical Operations Directorate.

5. Investigation of Loss, Damage or Theft of Property, or Injury or Death

5. 1. General

5. 1. 1. Since no two incidents are identical, it is impossible to provide guidelines to cover every investigation. In many instances, the extent of the loss, damage, theft, or injury, will not justify a full investigation. However, sufficient enquiries must be made in every case, to satisfy the requirements of Treasury Board's Risk Management Policy, and internal requirements.

5. 1. 2. Every incident involving the loss, damage, or theft of property must be investigated to clearly determine the cause of the incident and to facilitate determination of legal liability.

NOTE: There is no intent to interfere with the jurisdiction of other police forces. However, sufficient enquiries will be made to ensure requirements and claims policy criteria are satisfied.

5. 2. Investigator

5. 2. 1. Go to the scene of a serious accident, and attend to others if possible.

5. 2. 2. Obtain a full statement from each employee involved in the incident.

5. 2. 2. 1. Include in the statement the circumstances of the incident and whether the employee was acting within the scope of his/her duties or employment when the incident occurred.

5. 2. 3. Take a statement from anyone else who has knowledge of the circumstances.

5. 2. 4. When an RCMP-owned or -leased transport, aircraft or marine patrol vessel is involved, obtain detailed information relating to its use at the time, and whether such use was authorized.

5. 2. 5. Note the nature of the duty being performed, e.g. surveillance, routine patrol, criminal investigation.

5. 2. 6. Note and record actual or alleged damage to other property, or personal injuries resulting from the incident.

5. 2. 7. Take photographs of the scene and damage in serious incidents, and in nonserious incidents when possible.

5. 2. 7. 1. Print details on the back of photographs.

5. 2. 8. Make a sketch or plan of the scene showing:

5. 2. 8. 1. location of the road;

5. 2. 8. 2. road condition;

5. 2. 8. 3. point of impact in relation to road surface;

5. 2. 8. 4. positions of the vehicles involved, and those of any other vehicles in the immediate area;

5. 2. 8. 5. any obstruction which may have had a bearing on the accident; and

5. 2. 8. 6. position of road signs.

5. 2. 9. Print details and measurements on the sketch or plan, and identify and sign it.

5. 2. 10. Note and record weather and road conditions, visibility and speed limit in relation to the speed prior to and at impact.

5. 2. 11. Obtain copies of local police reports on the incident.

5. 2. 12. Obtain competitive estimates of the damage to property. If the damage is beyond economical repair, engage the services of an independent appraisal firm and/or obtain estimates to substantiate its value before the loss, damage, or theft occurred.

5. 2. 13. Do not attempt to obtain statements, or conduct interviews with a person who has retained counsel, unless counsel has consented to this action.

5. 2. 14. Retain originals of statements, sketches, rough notes, negatives, and other material that may be required by the RCMP insurance adjuster or Justice Canada.

6. Reporting Procedures

6. 1. General

6. 1. 1. If damage results from natural causes, e.g. sudden breakage or failure of mechanical parts, hail or tornado damage and employee should:

6. 1. 1. 1. explain the cause of the damage on the repair invoice;

6. 1. 1. 2. show the date, and a cost breakdown; and

6. 1. 1. 3. send the invoice to your OC through channels.

EXCEPTION: If the damaged property is leased and the lessor is contractually obligated to repair or maintain the property, make repair arrangements with the lessor.

6. 1. 2. If a loss or damage results from fire, theft, willful damage, or towing damage, and the Crown may have a claim against a third party, e.g. manufacturer, garage:

6. 1. 2. 1. a brief explanatory memo must be submitted through channels to your OC with invoices attached showing the date of the incident and a cost breakdown.

6. 2. Police or Leased Transport Incidents

6. 2. 1. If damage, injury or death results from a collision or incident, whether or not the transport is occupied, the operator or person in the care and control of the transport is to report the incident to the National Claims Management Program through his/her supervisor.

6. 3. Marine Patrol Vessel

6. 3. 1. If a patrol vessel is damaged, a Marine Occurrence/Hazardous Occurrence Report, Transportation Safety Board form 1808, must be submitted to the Transportation Safety Board.

6. 3. 2. A copy of the completed Marine Occurrence/Hazardous Occurrence Report, Transportation Safety Board form 1808, will be forwarded to Regional Fleet Management.

6. 4. Reporting Incidents

6. 4. 1. Employees must report incidents to the National Claims Management Program at 1-888-MP-CIVIL (1-888-672-4845) and provide the reporting information to a security-trained RCMP bilingual operator. Wherever possible, supervisors will provide incident details to the call center operator through a step-by-step process, including:

6. 4. 1. 1. time of incident/occurrence,

6. 4. 1. 2. location of incident/occurrence,

6. 4. 1. 3. circumstances of event,

6. 4. 1. 4. persons involved,

6. 4. 1. 5. licence and insurance information,

6. 4. 1. 6. contact information, and

6. 4. 1. 7. damage description.

6. 4. 2. Supervisors must immediately notify the OC if serious loss, damage or theft occurs to property, or serious injury or death occurs to any person in the use of such property.

6. 5. Police and Leased Transport Incident Notification

6. 5. 1. The units or persons involved in the incident will notify their Regional Fleet Management Office.

6. 5. 2. The unit will arrange to obtain the required estimates from comparable local dealers/repair shops. The unit will ensure that only genuine manufacturer parts are used and that estimates are the same for parts and service.

6. 5. 3. Fleet Management, through the Post Garage, will ensure that data is captured and entered into the Fleet Management Information System and the local vehicle maintenance history file.

6. 5. 4. If repairs exceed $1,500, the HQ Fleet Manager or Post Garage Manager will be notified for approval to exceed the limit.

6. 5. 5. In areas where there is no Post Garage, the unit or employee must obtain three estimates from local dealers/repair facilities and, if the repair costs below $1,499, may proceed with the repair by using lowest price estimate.

6. 5. 6. For estimates over $250 ARI (fleet card provider) must be contacted for approval. ARI, in turn, will contact the Fleet Manager, who, in consultation with the Post Garage Manager, will decide whether or not to proceed with the repair.

6. 6. Clothing and Kit

6. 6. 1. Repayment articles of clothing and kit lost, damaged, or stolen will generally be replaced at public expense provided the circumstances comply with the spirit of the applicable provisions of Treasury Board's Risk Management Policy.

6. 6. 1. 1. Refer to UDM ch. 5. for completion of Form 1216.

6. 6. 1. 2. An employee should outline the circumstances of the loss, damage, or theft on Form 1216 or on an attached memo and forward to his/her regional/divisional Human Resources Office for approval.

6. 7. All Other Property

6. 7. 1. A memo outlining the circumstances of the loss, damage, or theft must be submitted to your OC.

6. 8. Fire Loss or Damage

6. 8. 1. Within 24 hours, the original of form Lab/Trav 767E, must be submitted directly to the Fire Commissioner of Canada, regional/district office of Human Resources Development Canada.

NOTE: Immediately report all suspicious fires involving public property.

6. 8. 2. If an injury or death is involved, form Lab/Trav 766E must be attached.

6. 8. 3. The investigational report must be submitted by memo, to your OC with Form C-237, and form Lab/Trav 767E and 766E attached if applicable.

6. 9. False Fire Alarm

6. 9. 1. Within 24 hours of a false fire alarm, submit a copy of the occurence report must be submitted through channels to the CO and to your FSSB with the following:

6. 9. 1. 1. detachment, branch or section, and address;

6. 9. 1. 2. time and date of the incident;

6. 9. 1. 3. the property involved;

6. 9. 1. 4. cause of the false alarm;

6. 9. 1. 5. steps taken to prevent recurrence; and

6. 9. 1. 6. if there was a malfunction of equipment, the type and model used.

6. 10. All Other Incidents of Loss, Damage or Theft

6. 10. 1. General

6. 10. 1. 1. All other incidents of loss, damage or theft must be reported in writing, through channels, to your OC.

6. 10. 1. 2. The employee must ensure that required forms and documents are fully and accurately completed.

6. 10. 2. OC

6. 10. 2. 1. Ensure that all investigation reports are complete.

6. 10. 2. 2. Forward the material, together with your comments and recommendations, to your CO.

6. 10. 3. CO

6. 10. 3. 1. If you are satisfied that the loss or damage is minor and further investigation is unnecessary, you may conclude the matter on submission of Clothing and Kit Requisition forms or a memo.

6. 10. 3. 2. Report all losses or thefts of money immediately to the OIC Internal Control Sec. Follow the procedures outlined in sec. 8.

7. Review Procedures

7. 1. CO

7. 1. 1. The National Claims Management Program or The Civil Litigation Unit will finalize all accidents involving transport owned, leased, or in the care and control of the RCMP, in accordance with this chapter, and inform the operator, through the CO/delegate, of the final classification category.

7. 1. 2. The final collision category will be determined by either the National Claims Management Program or the Civil Litigation Unit, in consultation with the supervisor and the national insurance adjuster.

7. 1. 3. Determine the need for remedial action, operational or administrative counselling or training, and initiate this action.

7. 1. 3. 1. Report remedial action taken to the National Claims Management Program at GroupWise address NCMP_Claims.

8. Losses of Money Suffered By the Crown

8. 1. General

8. 1. 1. Loss of money means:

8. 1. 1. 1. shortage or loss of petty cash, other imprest accounts and accountable standing advances;

8. 1. 1. 2. money paid to, collected or received by the RCMP in an official capacity for any purpose, which is lost, stolen, destroyed or misappropriated;

8. 1. 1. 3. money belonging to others that is given into the custody of a public officer in an official capacity for any purpose and is misappropriated or lost, destroyed or stolen; or

8. 1. 1. 4. an overpayment or erroneous payment that is issued or an unauthorized expenditure that is incurred due to:

8. 1. 1. 4. 1. negligence or nonfeasance on the part of a government employee;

NOTE: In most cases, liability is based on there having been some degree of negligence or nonfeasance, but in some cases, e.g. loss of an accountable advance, liability may be absolute irrespective of fault.

8. 1. 1. 4. 2. a fraudulent claim for compensation for extra duty or for leave with pay or for travel, relocation or other expenses;

8. 1. 1. 4. 3. a fraudulent claim for payment by a supplier or contractor or any other person; or

8. 1. 1. 4. 4. computer and credit card fraud.

8. 1. 2. Travel advances are the personal responsibility of the individual concerned. They do not constitute a loss of money suffered by Her Majesty nor are they charged against departmental appropriations. When it is considered appropriate, an employee may be indemnified for a loss of a travel advance by an ex gratia payment providing:

8. 1. 2. 1. the conditions of sec. 8.7.1. have been met, and

8. 1. 2. 2. TB authorizes such a payment.

8. 1. 3. When reporting losses of money, a preliminary report will contain the following information:

8. 1. 3. 1. description of the nature of the loss;

8. 1. 3. 2. circumstances under which the loss occurred;

8. 1. 3. 3. description of what investigation has been or is being undertaken;

8. 1. 3. 4. names of the members, employees or persons involved;

8. 1. 3. 5. whether the loss was reported to Justice Canada and recommended action;

8. 1. 3. 6. prosecution or legal action undertaken and the results;

8. 1. 3. 7. description of any other action taken to discipline an employee whose actions caused the loss;

8. 1. 3. 8. description of the measures taken to recover the loss, the amount recovered and the probability of further recovery;

8. 1. 3. 9. statement of any costs incurred in connection with any prosecution or legal action or other measures taken to effect recovery; and

8. 1. 3. 10. description of safeguards adopted to prevent future losses.

8. 1. 4. A supplementary report is required within three months of the preliminary report and a final report is required when the loss is resolved.

8. 1. 4. 1. Supplementary and final reports should only contain information not previously reported.

8. 1. 5. All losses of money are to be reported in the Public Accounts.

8. 1. 5. 1. This includes losses in any form, whether caused by an illegal act or otherwise and whether from a departmental bank account or the consolidated revenue fund.

8. 1. 5. 2. Losses involving an offence or any other illegal act must still be reported even if they have been recovered.

8. 1. 6. Recovery of a loss of money is authorized by the *Financial Administration Act* (FAA), see secs. 38(2), 76 and 78.

8. 1. 6. 1. Where an act or an omission by an employee causes or contributes to a loss of money under the employee's care and control, the person concerned will be expected to reimburse the loss.

8. 1. 6. 2. Losses and shortages from petty cash or standing advances are normally expected to be recovered from the employee unless:

8. 1. 6. 2. 1. there was physical evidence of theft, such as forced entry;

8. 1. 6. 2. 2. the prescribed procedures were followed and the cash properly secured; and

8. 1. 6. 2. 3. no act or omission on the part of the custodian contributed to the loss.

8. 1. 7. Recovery of a loss of money other than an accountable advance may be deferred when:

8. 1. 7. 1. Justice Canada expresses the opinion that no recovery action is warranted, or

8. 1. 7. 2. the Minister of Public Safety authorizes the loss to be charged against the RCMP appropriation.

8. 2. Commander

8. 2. 1. When you are notified by a member or become aware that a loss of money has occurred while in the care or control of the RCMP:

8. 2. 1. 1. conduct the necessary investigation that the circumstances may require, e.g. break-and-enter of detachment office, theft;

8. 2. 1. 2. report the loss immediately through channels to your CO; and

8. 2. 1. 3. provide as much information as possible surrounding the loss. See sec. 8.1.3.

8. 2. 2. If you determine the loss was the result of an employee's actions, see sec. 8.1.6., recover the loss from the person concerned.

8. 2. 3. Report the results of your further investigation and any recovery action taken through channels to your CO.

8. 3. Commanding Officer

8. 3. 1. Submit a preliminary report to Headquarters, ATTN: OIC Financial Control Section as soon as it is determined a loss of money has occurred.

8. 3. 1. 1. If necessary, submit a supplementary report.

8. 3. 1. 2. Submit a final report when the matter has been resolved.

8. 3. 2. Since incidents of losses of money are not identical, each incident may require different investigational techniques or appointment of an internal investigator dependent on the perceived complexities or seriousness you may attach to the incident.

8. 3. 2. 1. You should request advice and opinion from Justice Canada:

8. 3. 2. 1. 1. in incidents of suspected theft, fraud or any other offences or illegal acts; and

8. 3. 2. 1. 2. when the accountability of an employee may be questionable for the purposes of the recovery of any loss. See sec. 8.1.6.

8. 3. 3. If the investigation and information obtained indicates an employee is accountable for a loss of money, issue a demand to recover the amount of the loss from the employee. See VIII.2.M.

8. 3. 4. If you have received advice from Justice Canada that no recovery action is warranted, report the full details as outlined in sec. 8.3.1. and 8.3.2. along with your recommendation and comments to be used for consideration by the Commr. and the Minister of Public Safety.

References

- VIII.2., Claims By or Against the Crown
- Treasury Board of Canada Risk Management Policy
- Treasury Board Manual, Program Management and Comptrollership Component, Ch. 4-7

Date Modified: 2014-01-31

AM - ch. X.3. Commissioner's Standing Orders

Directive Amended: 2015-05-27

Appendix	Subject	Chapter Reference
X-3-18	Long Term Disability Insurance Plan	-
X-3-24	Classification Redress Process for Members	I.1
X-3-1	Disciplinary Action (Repealed)	XII.6
X-3-2	Grievances (Repealed - Effective before 2003-06-19)	II.20
X-3-3	Loss of Basic Requirements (Repealed)	XII.3
X-3-4	Representation (Repealed)	XII.9
X-3-5	Qualifications (Repealed)	II.1, II.42
X-3-6	Practice and Procedure (Repealed)	XII.11
X-3-7	Public Complaints (Repealed)	XII.2
X-3-8	Medical Boards (Repealed)	-
X-3-9	Appropriate Officer (Repealed)	-
X-3-10	Precedence (Repealed)	-
X-3-11	Gifts or Sponsorship (Repealed)	-

X-3-12	Health Assessment (Repealed)	II.19
X-3-13	Messes (Repealed)	IX.1
X-3-14	Duties of Members (Repealed)	-
X-3-15	Probationary Member (Repealed)	XII.7
X-3-16	Authorized Passengers (Repealed)	I.3
X-3-17	Certificates of Service (Repealed)	-
X-3-19	Lounges (Repealed)	IX.1
X-3-20	Sponsorship Agreements (Repealed)	-
X-3-21	Division Staff Relations Representative Program (Repealed 2003-09-30)	II.16
X-3-22	Management of Materiel (Repealed)	-
X-3-23	Dispute Resolution Process for Promotions and Job Requirements (Repealed)	II.30
X-3-25	Grievances - Effective 2003-06-19 to 2014-11-27 (Repealed)	II.38

Date Modified: 2015-05-27

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. X.3. Commissioner's Standing Orders

Web page amended: 2021-06-11

Appendix	Subject	Chapter Reference
X-3-7	Public Complaints (Repealed)	XII.2
X-3-8	Medical Boards (Repealed)	-
X-3-10	Precedence (Repealed)	-
X-3-11	Gifts or Sponsorship (Repealed)	-
X-3-12	Health Assessment (Repealed)	II.19
X-3-14	Duties of Members (Repealed)	-
X-3-16	Authorized Passengers (Repealed)	I.3
X-3-17	Certificates of Service (Repealed)	-
X-3-18	Long Term Disability Insurance Plan	-
X-3-20	Sponsorship Agreements (Repealed)	-
X-3-24	Classification Redress Process for Members	I.1
X-3-25	Grievances - Effective 2003-06-19 to 2014-11-27 (Repealed)	II.38

Date Modified: 2021-06-11

ADMIN. MANUAL
APPENDIX X-3-7
FRANÇAIS

PUBLIC COMPLAINTS

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 2(3)* and section 45.38** of the Royal Canadian Mounted Police Act, hereby makes the annexed Rules respecting public complaints against the Royal Canadian Mounted Police

Amended October 27, 1993

RULES RESPECTING PUBLIC COMPLAINTS AGAINST THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Public Complaints)*.

Interpretation

2. In these Rules,

"Act" means the *Royal Canadian Mounted Police Act*; *(Loi)*

Receipt of Complaint

3. A complaint received by the Force under paragraph 45.35(1)(b) or subsection 45.37(2) of the Act shall be recorded on a form approved by the Commissioner.

4. The appropriate officer shall be notified of all complaints made pursuant to subsection 45.35(1) of the Act.

5. (1) The Attorney General, Solicitor General or Minister of Justice responsible for police affairs in a province shall be notified of all complaints concerning conduct of any member or other person appointed or employed under the authority of the Act that occurred in the course of providing services pursuant to an arrangement entered into under section 20 of the Act.

(2) Where a provincial government has entered into an arrangement under section 20 of the Act, the Attorney General, Solicitor General or Minister of Justice responsible for police affairs in the province shall be entitled to receive all information contained in any record established pursuant to paragraph 45.47(a) of the Act.

Transmission of Documents

6. (1) Any notice, report or other document in respect of a complaint, other than a complaint referred to the Commission, that is required by Part VII of the Act to be given to a complainant by the Commissioner or, in the case of a complaint made pursuant to paragraph 45.35(1)(b) of the Act, by the Force shall

(a) in the case of a report referred to in section 45.4 of the Act, be delivered by giving a copy of the report
to the complainant or by sending a copy thereof by registered mail, addressed with the last known address
of the complainant; and

(b) in the other case, be delivered by giving a copy of the notice, report or other document to the complainant
or by sending a copy thereof by regular mail, addressed with the last known address of the complainant.

(2) Any notice, report or other document required by Part VII of the Act to be given to the member or other person whose conduct is the subject-matter of a complainant shall be delivered to the member or other person through normal Divisional distribution networks or by regular mail.

Investigation

7. A detachment commander shall conduct or cause to be conducted any investigation that is necessary to dispose of a complaint that has not been disposed of informally.

8. A member responsible for conducting the investigation of a complaint shall

(a) conduct the investigation in an objective and neutral manner consistent with recognized investigative
procedures; and

(b) impartially and diligently gather evidence with a view to bringing the investigation to a conclusion.

9. A member shall not investigate a complaint where that member may be in a conflict of interest situation.

10. An investigation into a complaint shall continue to conclusion whether or not the member or other person whose conduct is the subject-matter of the complaint resigns or terminates employment with the Force.

11. Interim reports made pursuant to section 45.39 of the Act shall contain sufficient detail to indicate the progress of the investigation.

12. The provincial authority shall be notified of the disposition of a complaint received under paragraph 45.35(1)(c) of the Act.

ADMIN. MANUAL
APPENDIX X-3-8
FRANÇAIS

MEDICAL BOARDS

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the Royal Canadian Mounted Police Act, hereby makes the annexed Rules respecting practice and procedures before medical boards in the Royal Canadian Mounted Police.

Amended Feb. 7, 1995

RULES RESPECTING PRACTICE AND PROCEDURES BEFORE MEDICAL BOARDS IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Medical Boards)*.

Interpretation

2. In these Rules,

"board" means a medical board appointed pursuant to subsection 28(1) of the regulations; *(comité)*

"degree of disability" means the limitations or occupational restrictions imposed on the member by the physical or mental condition of the member; *(degré d'invalidité)*

"hearing" means a hearing held pursuant to subsection 20(6) of the regulations; *(audience)*

"medical practitioner" means a person who is a graduate of a recognized medical school and licensed to practice medicine in Canada; *(médecin-praticien)*

"party" means the designated officer and the member or officer who is the subject of the proceedings; *(partie)*

"regulations" means the *Royal Canadian Mounted Police Regulations, 1988*. *(règlement)*

Application

3. These Rules apply in respect of medical boards appointed pursuant to subsection 28(1) of the regulations.

General

4. Noncompliance with any of these Rules shall not render any proceedings void unless a board so directs, but the proceedings may be set aside, either wholly on in part, as irregular and may be amended or otherwise dealt with in such manner and on such terms as, in the opinion of the board, the circumstances of the case require.

5. For the purpose of subsection 20(5) of the regulations, the medical board shall prepare andsubmit a detailed report of the degree of disability of the member, in writing, to the appropriate officer and to the member.

6. In proceedings before a board, a party may make such representations as permitted by the regulations or these Rules in either official language.

7. A member who nominates a medical practitioner pursuant to subsection 28(2) of the regulations shall within fourteen days after the date of the service of the notice provide the appropriate officer with written consent from the nominee accepting appointment as a member of the medical board and acceptance of the fee determined by the Force.

8. Service of any notice, decision or other documents required by these Rules shall be made in accordance with the provisions of section 27 of the regulations.

Notice of Hearing

9. The appropriate officer, on behalf of the board, shall give thirty days' notice to the member who is subject of the proceedings, of the date and place of the hearing.

Exhibits

10. Exhibits received by a board, during a hearing, shall remain in the custody or control of the appropriate officer or other person specified by the board:

(a) until the time for making a grievance has expired; or

(b) where a grievance has been made, until the final disposition of the grievance.

11. On the expiration of the time for making a grievance or where a grievance has been made, the final disposition of the grievance, the appropriate officer shall direct the exhibits received by the board during a hearing be returned to the party who tendered the exhibits in evidence at the hearing.

Attendance of Board Members

12. All board members shall be present throughout the course of a hearing.

Evidence

13. All testimony given before a board at a hearing shall be given under oath or affirmation.

14. A board, during a hearing, may make such orders or give such direction in the

Mass Casualty Commission Exhibit

proceedings before it as it considers proper to prevent abuse of its process.

15. A party may not, during a hearing, examine more than three expert witnesses without leave of the board.

16. Any party intending to call an expert witness at a hearing before a medical board shall serve on the other party, not less than fourteen days before the commencement of the hearing, a synopsis of the proposed testimony setting out the name, address and qualifications of the expert witness.

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* R.S., c. 8 (2nd Supp.), s. 12

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ADMIN. MANUAL
APPENDIX X-3-10
FRANÇAIS

PRECEDENCE

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the *Royal Canadian Mounted Police Act*, hereby makes the annexed standing orders amending the Commissioner's Standing Orders (Precedence).

Amended May 16, 1997

RULES RESPECTING PRECEDENCE FOR MEMBERS WITHIN RANKS, GROUPS, SUB-GROUPS AND LEVELS IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Precedence)*.

Interpretation

2. In these Rules,

"occupational groups" means a number of positions which, because of a broad commonality, have been combined and comprise a portion of the RCMP category; *(groupes professionnels)*

"occupational sub-groups" means a number of positions which, because of a commonality, have been combined and comprise a portion of an occupational group; *(sous-groupes professionnels)*

"RCMP category" means a composition of occupational groups engaged in, or in support of the enforcement of laws, the prevention of crime and the preservation of peace and order, and these duties are performed by members of the Royal Canadian Mounted Police, pursuant to the *Royal Canadian Mounted Police Act* and the *Royal Canadian Mounted Police Regulations, 1988*. *(catégorie de la GRC)*

Precedence

3. Precedence within the ranks of regular members, other than special constables, shall be determined by the date the member was appointed or promoted to that rank.

4. (1) The order of precedence for special constables, civilian members and special constable members shall be taken in descending order from the highest numerical level

occupied by the member within each occupational sub-group of each occupational group, as are set out in Schedules I, II and III, annexed hereto.

(2) Precedence within the levels of special constables, civilian members and special constablemembers shall be determined by the date the member was appointed or promoted to that level.

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* R.S., c. 8. (2nd Supp.), s. 12

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1998-01-30

SCHEDULE I

OCCUPATIONAL GROUP	OCCUPATIONAL SUBGROUP	ABBREVIATION		LEVEL DESIGNATION			
		GROUP	SUB-GROUP	JUNIOR	JUNIOR INTER-MEDIATE	SENIOR INTER-MEDIATE	SENIOR MANAGE-MENT
LAW ENFORCEMENT SUPPORT	Aircraft Maintenance Engineer	LES	AME	01		02	03
	Intercept Monitoring	LES	IM	01, 02	03, 04, 05		
	Protective	LES	PRO	01	02		
	Security and Enforcement	LES	SE	03	04	05	
	Telecommunications Operator	LES	TO	01, 02, 03, 04			

5662
1997-08-20

SCHEDULE II

OCCUPATIONAL GROUP	OCCUPATIONAL SUBGROUP	ABBREVIATION		LEVEL DESIGNATION			
		GROUP	SUB-GROUP	JUNIOR	JUNIOR INTER-MEDIATE	SENIOR INTER-MEDIATE	SENIOR MANAGE-MENT
	Forensic Identification	FLI	FIT	01, 02, 03,			

	Technician			04			
FORENSIC LABORATORY AND IDENTI-FICATION	Forensic Science Laboratory Specialist	FLI	FSLS	01		02, 03	04
	Forensic Science Laboratory Technologist	FLI	FSLT	01, 02, 03, 04			

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1997-08-20

SCHEDULE III

		ABBREVIATION		LEVEL DESIGNATION			
OCCUPATIONAL GROUP	**OCCUPATIONAL SUBGROUP**	**GROUP**	**SUB-GROUP**	**JUNIOR**	**JUNIOR INTER-MEDIATE**	**SENIOR INTER-MEDIATE**	**SENIOR MANAGE-MENT**
	Administrative	SPS	ADM	01, 02, 03	04	05	06, 07, 08
	Analyst/Designer	SPS	AD	01, 02, 03, 04, 05	06, 07	08, 09	
	Chauffeur	SPS	CF	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Chemist	SPS	CHEM	01	02	03	04, 05
	Clerk	SPS	CK	01, 02, 03, 04, 05, 06, 07			
	Commerce	SPS	COM		01	02, 03	04, 05
SPECIAL SERVICES	Computer Personnel	SPS	CP	01	02	03	04, 05
	Data Conversion	SPS	DATC	01, 02, 03, 04, 05, 06, 07, 08			
	Data Production	SPS	DATP	01, 02, 03, 04, 05, 06, 07			
	Duplicating Operator	SPS	DPO	01, 02, 03			
	Economics & Social Research	SPS	ESR	01, 02	03	04, 05	06, 07, 08
	Educational	SPS	EDU			01, 02, 03	04, 05, 06, 07
	Electronics Engineer	SPS	EE	01, 02	03	04	05, 06

	Electronics Technician	SPS	ETEC	01, 02, 03, 04	05, 06	07, 08	09
	Environmental Operator	SPS	EVO	01, 02, 03, 04, 05, 06, 07, 08, 09			
	Executive	SPS	EX				
	Farrier	SPS	FARR	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Financial Services	SPS	FIN	01	02	03	04
	Food Management	SPS	HEC	01	02	03	04, 05

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1997-08-20

OCCUPATIONAL GROUP	OCCUPATIONAL SUBGROUP	ABBREVIATION GROUP	ABBREVIATION SUB-GROUP	LEVEL DESIGNATION JUNIOR	JUNIOR INTER-MEDIATE	SENIOR INTER-MEDIATE	SENIOR MANAGE-MENT
	Food Services	SPS	DTN	01	02, 03	04	
	General Engineer	SPS	EGR	01, 02	03	04	05, 06
	General Technical	SPS	GTEC	01, 02, 03, 04		05, 06	07, 08
	Health Nursing	SPS	HN	01, 02	03	04	05, 06, 07, 08
	Historian	SPS	HI	01, 02		03	04, 05
SPECIAL SERVICES	Instrument Technician	SPS	ITEC	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Interpreter/ Translator	SPS	TRL	01, 02		03	04, 05, 06
	Laborer	SPS	LABR	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Law	SPS	LAW			01	02
	Liaison	SPS	LN	01, 02	03	04	05, 06

Manipulating	SPS	MAL	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
Marine	SPS	MA	01, 02, 03, 04, 05, 06, 07	08, 09, 10	11, 12, 13	
Medical Officer	SPS	MO	01		02	03
Medical Specialist	SPS	MSPT				01, 02
Miscellaneous Services	SPS	MS	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13			
Operations Analyst	SPS	OA	01, 02	03	04	05
Personnel Administration	SPS	PN	01, 02		03, 04	05, 06
Photographer/ Technician	SPS	PTEC	01, 02, 03, 04, 05	06, 07		

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OCCUPATIONAL GROUP	OCCUPATIONAL SUBGROUP	ABBREVIATION GROUP	ABBREVIATION SUB-GROUP	LEVEL DESIGNATION JUNIOR	JUNIOR INTER-MEDIATE	SENIOR INTER-MEDIATE	SENIOR MANAGE-MENT
	Physical Education	SPS	PED	01	02		
	Physical Therapy	SPS	OPT	01	02	03	
	Printing (Senior Supervisor)	SPS	PGS	01, 02	03	04, 05	
	Program Administration	SPS	PADM	01, 02	03	04, 05	06
	Psychologist	SPS	PSY	01	02		03, 04
	Purchasing & Supply	SPS	PUR	01, 02	03	04	05, 06
	Research Scientist	SPS	RS			01, 02, 03	04, 05
	Room/Equipment Attendant	SPS	REA	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13			
	Secretary	SPS	SY	01, 02, 03, 04			

	Skilled Machinist	SPS	SKM	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Social Science Support	SPS	SUP	01, 02, 03	04	05	06, 07, 08
	Stenographer	SPS	SR	01, 02			
SPECIAL SERVICES	Store Attendant	SPS	SAT	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13			
	Technical Consultant	SPS	TC	01, 02, 03	04, 05	06, 07	08
	Trades Master	SPS	TM	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Typist	SPS	TST	01, 02			

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		ABBREVIATION		LEVEL DESIGNATION			
OCCUPATIONAL GROUP	OCCUPATIONAL SUBGROUP	GROUP	SUB-GROUP	JUNIOR	JUNIOR INTER-MEDIATE	SENIOR INTER-MEDIATE	SENIOR MANAGE-MENT
SPECIAL SERVICES	Vehicle Mechanic	SPS	VM	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14			
	Word Processor	SPS	WPO	01, 02, 03			

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1997-08-20

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APPENDIX X-3-11
FRANÇAIS

GIFTS OR SPONSORSHIP

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the *Royal Canadian Mounted Police Act*, hereby makes the annexed Rules respecting the acceptance of gifts or sponsorship by members of the Royal Canadian Mounted Police.

Amended July 21, 1997

RULES RESPECTING THE ACCEPTANCE OF GIFTS OR SPONSORSHIP BY MEMBERS OF THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as *the Commissioner's Standing Orders (Gifts or Sponsorship)*.

Interpretation

2. In these Rules:

"commanding officer" means officer in command of a division and, for the headquarters of the Force, the
Commanding Officer, A Division. *(commandant divisionnaire)*

General

3. Except as otherwise provided in subsection 23(3) of the *Royal Canadian Mounted Police Act*, in section 92 of the *Royal Canadian Mounted Police Regulations, 1988* and in these Rules, no member shall solicit or accept gifts or sponsorship from anyone as an inducement or reward in connection with the performance of the member's duties in the Force.

Unsolicited Gifts and Sponsorship

4. (1) Subject to subsections (2) and (3) and section 9, a member may, with the prior approval of his/her Commanding Officer or the Commanding Officer's delegate, accept an unsolicited gift or unsolicited sponsorship from a person or organization external to the Force whose intention is to assist the Force in carrying out an activity that falls under one of the following projects or programs:

(a) RCMP Community Relations or RCMP Public Relations;

(b) RCMP Crime Prevention; or

(c) RCMP Victim Service.

(2) Upon receipt of the gift or sponsorship referred to in subsection (1), the member shall forthwith remit it to the Commanding Officer or delegate to be administered in accordance with section 23 of the *Royal Canadian Mounted Police Act*, where applicable, including such directions as the Minister may issue pursuant to section 23, and in accordance with sections 90 to 95 of the *Royal Canadian Mounted Police Regulations, 1988*, where applicable, and such directions as are set out in the Administrative Manual and Supplements.

(3) Where the gift or sponsorship referred to in subsection (1) is inter-divisional, national or international in nature or scope, the member shall obtain the prior approval of, and remit the gift or sponsorship to, the Director of Public Affairs and Information who shall administer it in accordance with section 23 of the *Royal Canadian Mounted Police Act*, where applicable, including such directions as the Minister may issue pursuant to section 23, and in accordance with sections 90 to 95 of the *Royal Canadian Mounted Police Regulations, 1988*, where applicable, and such directives as are set out in the Administrative Manual and Supplements.

(4) Before giving prior approval pursuant to subsections (2) or (3), the person charged with giving prior
approval must be satisfied that:

(a) the gift or sponsorship is unsolicited;

(b) the gift is intended for a purpose set out in subsection (1);

(c) the activity to which the gift relates is one for which the Force receives no funding or insufficient funding
from Appropriation;

(d) the gift or sponsorship will not draw suspicion on the objectivity or impartiality of the Force, or otherwise
compromise the integrity of the Force or of the Government of Canada.

Solicited Gifts and Sponsorship

5. (1) Subject to subsection (2) and to section 9, a member may solicit and accept a gift or sponsorship from a person or organization external to the Force to assist the Force in holding a conference approved by the Com- missioner other than a conference between Commanding Officers and Division Staff Relations Representatives.

(2) A member shall not solicit or accept a gift or sponsorship pursuant to subsection (1), unless the member is satisfied that this will not draw suspicion on the objectivity or impartiality of the Force or otherwise compromise the integrity of the Force or of the Government of Canada.

6. (1) Subject to section 9, a member may, with the prior approval of the Director,Corporate Management, solicit and accept a gift or sponsorship from a person or

organization external to the Force for any purpose not provided for in section 5.

(2) Before giving prior approval under subsection (1), the Director, Corporate Management must be satisfied:

(a) where section 23 of the *Royal Canadian Mounted Police Act* applies, either that the Minister has directed that the gift or sponsorship need not be paid to the Benefit Trust Fund, referred to in subsection 23(1) of the *Royal Canadian Mounted Police Act*, or that the purpose of the gift or sponsorship corresponds to an object in respect of which the Minister has directed, pursuant to paragraph 23(3)(d) of the *Royal Canadian Mounted Police Act*, that the Benefit Trust Fund may be used; and

(b) that the gift or sponsorship will not draw suspicion on the objectivity or impartiality of the Force or otherwise compromise the integrity of the Force or the Government of Canada.

7. A request for approval made pursuant to section 6 shall be in writing and shall:

(a) specify the purpose which the gift or sponsorship will support;

(b) list the potential contributors being contacted;

7. (c) set out the target value of the gifts and sponsorship being solicited; and

(d) indicate the methodology used to solicit gifts or sponsorship.

8. A member who accepts a gift of sponsorship pursuant to section 5 or 6 shall forthwith remit it to his/her Commanding Officer or delegate, and it shall thereafter be administered in accordance with section 23 of the *Royal Canadian Mounted Police Act*, where applicable, including such directions as the Minister may issue pursuant to section 23, and in accordance with sections 90 to 95 of the *Royal Canadian Mounted Police Regulations, 1988*, where applicable, and such directions as are set out in the Administrative Manual and supplements.

Gifts or Sponsorship Exceeding $20,000 in Value

9. No member shall accept a gift or sponsorship exceeding $20,000 in value unless the gift or sponsorship is accompanied by a document that identifies:

(a) the donor or sponsor;

(b) the gift or sponsorship and its value;

(c) the donee or sponsoree;

Mass Casualty Commission Exhibit

(d) the purpose of the gift or sponsorship;

(e) the conditions, if any, attaching to the gift or sponsorship; and

(f) instructions on what to do with a residual, if there is any, from the gift or sponsorship.

5679
1997-09-22

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FRANÇAIS

HEALTH ASSESSMENT

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the *Royal Canadian Mounted Police Act*, hereby makes the annexed Rules respecting Health Assessment in the Royal Canadian Mounted Police.

Amended July 21, 1997

RULES RESPECTING HEALTH ASSESSMENT IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These rules may be cited as *Commissioner's Standing Orders (Health Assessment)*.

Authority to Compel Health Assessment

2. Where the member's physical or mental ability to perform his/her duties needs to be established, either because of the general requirements of an approved health program or for a specific cause, the following persons are authorized to require the member to undergo the relevant health assessment:

(a) the member's commander,

(b) a Health Services Officer,

(c) the Director, Human Resources, or

(d) the Chairperson of a Medical Board.

Compliance with Request

3. A member shall promptly comply with a request made pursuant to section 2, by presenting himself to the licensed health practitioner(s) retained for that purpose by the Force.

5680
1997-09-22

Mass Casualty Commission Exhibit

ADMIN. MANUAL
APPENDIX X-3-14
FRANÇAIS

DUTIES OF MEMBERS

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* and paragraph 18(d)* of the *Royal Canadian Mounted Police Act*, and section 18 of the *Royal Canadian Mounted Police Regulations 1988*, hereby makes the annexed Rules respecting the duties of members who are peace officers and the duties of members who are not peace officers.

Amended July 21, 1997

RULES RESPECTING THE DUTIES OF MEMBERS WHO ARE PEACE OFFICERS AND THE DUTIES OF MEMBERS WHO ARE NOT PEACE OFFICERS

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Duties of Members)*.

Interpretation

2. In these Rules,

"Act" means the *Royal Canadian Mounted Police Act*; *(Loi)*

"Regulations" means the *Royal Canadian Mounted Police Regulations 1988*; *(règlement)*

Duties of members who are peace officers

3. In addition to the duties prescribed by the Act and the Regulations, members who are peace officers are also to perform functions of an operational, administrative, scientific, or technical nature including those duties in support of these functions, as are required for the efficient operation of the Force.

Duties of members who are not peace officers

4. It is the duty of members who are not peace officers to perform those functions of an administrative, scientific, technical, or other support nature, as required for the efficient operation of the Force.

5681
1997-09-22

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APPENDIX X-3-16
FRANÇAIS

AUTHORIZED PASSENGERS

The Commissioner of the Royal Canadian Mounted Police, pursuant to subsection 21(2)* of the *Royal Canadian Mounted Police Act*, hereby amends the Commissioner's Standing Orders (Authorized Passengers) made on May 13, 1991, in accordance with the schedule hereto.

Amended March 27, 1996

RULES RESPECTING PASSENGERS AUTHORIZED TO USE POLICE TRANSPORT OR AIRCRAFT

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Authorized Passengers)*.

Interpretation

2. In these Rules,

"line officer" means the officer responsible for the supervision of an Air Section; *(officier hiérarchique)*

"passenger" means any authorized individual who is carried on police transport or aircraft; *(passager)*

"police transport" means any motor-propelled land vehicle or water-borne vessel owned, leased or rented by the Crown and controlled or managed by the Royal Canadian Mounted Police; *(véhicule policier)*

"police aircraft" means any motor-propelled aircraft owned, leased or rented by the Crown and controlled or managed by the Royal Canadian Mounted Police; *(aéronef policier)*

Authorized Passengers

3. Passengers authorized to travel on police transport are the following:

(a) a member, public servant or temporary civilian employee of the Royal Canadian Mounted Police acting within the scope of their duties;

(b) a person essential to RCMP business;

(c) a ward of the government, including a prisoner or a hospital patient;

(d) a designated official visitor and any person accompanying the visitor;

(e) a member, the spouse of that member and the dependents of that member when travel is required due to
the nature of a remote posting;

(f) any person approved as a participant under the Work Experience Program;

(g) an auxiliary constable while accompanying a regular member acting in the scope of his or her duties;

(h) any person in the case of any emergency where transport is deemed necessary by the commanding
officer;

(i) any other person approved by the commanding officer.

4. Passengers authorized to travel on police aircraft are those provided for in paragraphs 3 (a) to 3(i) and the following additional persons:

(a) a Correctional Services Canada official escorting a prisoner where Correctional Services Canada advises
that the prisoner might present a danger on a commercial flight.

(b) any off-duty member, the spouse and dependents of the member, provided that

i) space is available, and

ii) the line officer determines there is a valid reason for the travel;

(c) a patient and any required attendants accepted for carriage under the RCMP's arrangements with the
"Mission Air Transport Network" program, provided each person has signed a waiver of liability;

(d) on duty personnel of other government departments and agencies in isolated areas when space is availa-
ble and where local reciprocal travel arrangements exists;

Police Aircraft flight security

5. (1) The line officer is responsible for aircraft operational flight approval.

5. (2) The police aircraft pilot is responsible for the security and safety of all passengers carried.

Mass Casualty Commission Exhibit

5. (3) Notwithstanding section 4, a police aircraft pilot may refuse to carry any authorized passenger for security reason.

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* R.S., c. 8. (2nd Supp.), s. 12

5724
1998-01-09

ADMIN. MANUAL
APPENDIX X-3-17
FRANÇAIS

CERTIFICATES OF SERVICE

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the Royal Canadian Mounted Police Act, hereby makes the annexed Rules respecting Certificates of Service in the Royal Canadian Mounted Police.

Effective September 22, 1992

RULES RESPECTING CERTIFICATES OF SERVICE IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

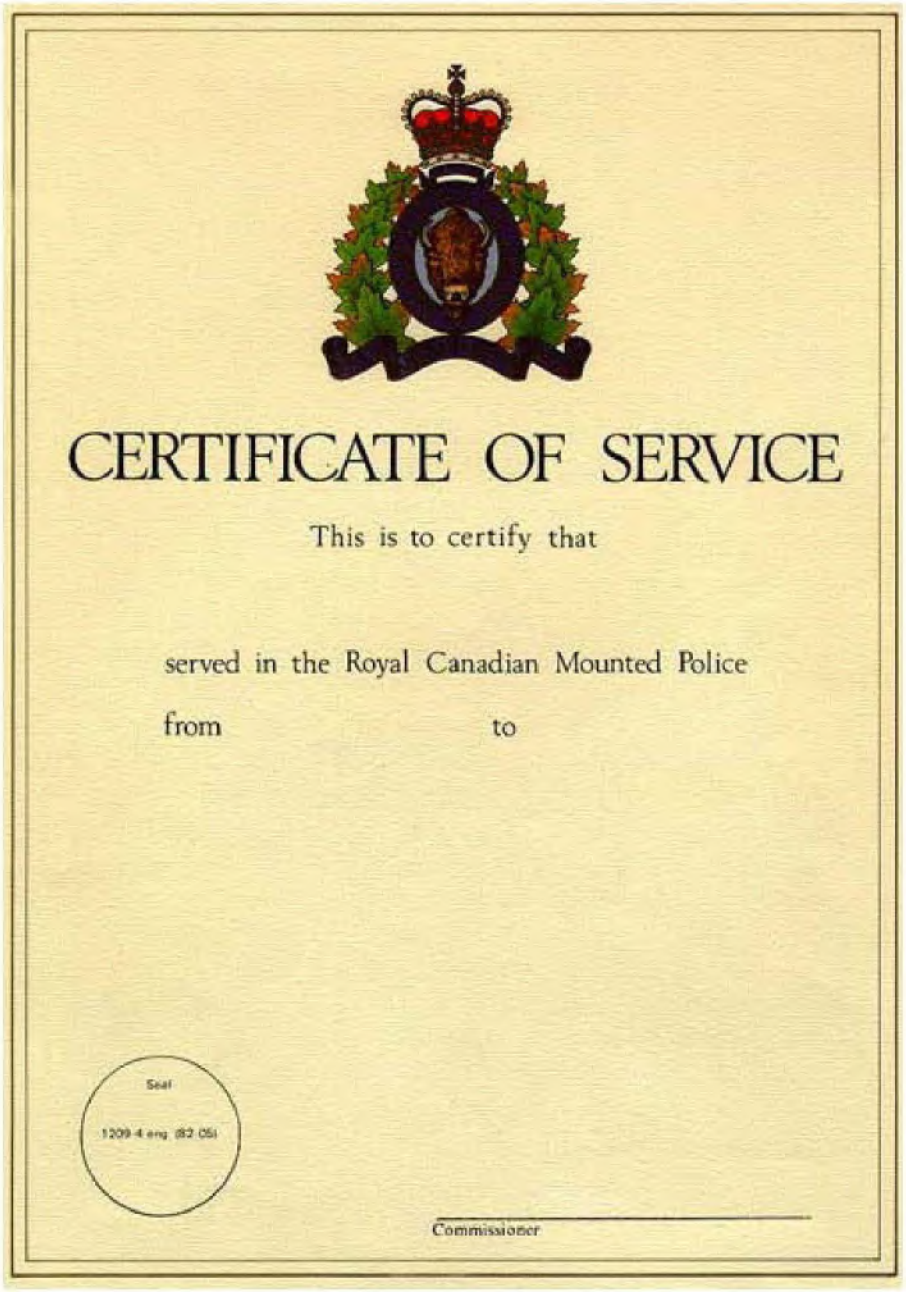
1. These Rules may be cited as the *Commissioner's Standing Orders (Certificates of Service)*.

General

2. A Certificate of Service in the Royal Canadian Mounted Police shall be in the form depicted in Appendix "A".

4801
1993-01-15

APPENDIX "A"



CERTIFICATE OF SERVICE

This is to certify that

served in the Royal Canadian Mounted Police

from to

Seal

1209-4 eng (82 05)

Commissioner

4801
1993-01-15

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FRANÇAIS

LONG TERM DISABILITY INSURANCE PLAN

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the Royal Canadian Mounted Police Act, hereby makes the annexed Rules respecting Long Term Disability Insurance Plan in the Royal Canadian Mounted Police.

Effective October 6, 1992

RULES RESPECTING THE LONG TERM DISABILITY INSURANCE PLAN IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as *Commissioner's Standing Orders (Long Term Disability Insurance Plan)*.

Interpretation

2. In these rules,

"Member" means a member as defined in the Royal Canadian Mounted Police Act; *(membre)*

Participation

3. Every member who joined the Royal Canadian Mounted Police on or after October 1, 1975 shall participate in the Long Term Disability Insurance Plan.

4801
1993-01-15

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FRANÇAIS

Summary of Amendments

SPONSORSHIP AGREEMENTS

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2) * of the *Royal Canadian Mounted Police Act*, hereby makes the annexed Rules respecting sponsorship agreements in the context of the Royal Canadian Mounted Police Sponsorship Program.

Amended July 21, 1997

RULES RESPECTING SPONSORSHIP AGREEMENTS BY THE COMMISSIONER IN THE CONTEXT OF THE ROYAL CANADIAN MOUNTED POLICE SPONSORSHIP PROGRAM

Short Title

1. These Rules may be cited as the *Commissioner's Standing Orders (Sponsorship Agreements)*.

Interpretation

2. In these Rules,

"Commissioner" refers to, for the purposes of these Commissioner's Standing Orders, the Commissioner or the person designated by him; *(commissaire)*

"community policing programs" refers to programs intended to benefit the community and includes community relations, public relations, crime prevention and victim services or any other program that the Commissioner may designate; *(programmes de police communautaires)*

"Divisional Sponsorship Agreement" refers to a sponsorship agreement which relates to activities within a division; *(entente de parrainage divisionnaire)*

"National Sponsorship Agreement" refers to a sponsorship agreement which relates to activities of the Royal Canadian Mounted Police as a whole; *(entente de parrainage nationale)*

"National Sponsorship Registry" means a central sponsorship registry database maintained by the Director of Public Affairs and Information;*(registre national des parrains)*

"person" includes an individual, a firm, a labour organization, a partnership, an association, a corporation, a legal representative and a trustee; *(personne)*

"sponsor" means a person who makes a sponsorship agreement with the Commissioner of the Royal Canadian Mounted Police; *(parrain)*

"Sponsorship Agreement" refers to a written agreement under which a sponsor contributes or promises to contribute money, goods, services or any combination thereof to the Royal Canadian Mounted Police in

exchange for the right to be associated with the Royal Canadian Mounted Police community policing programs. *(entente de parrainage)*

Establishment of the Royal Canadian Mounted Police Sponsorship Program

3. The Commissioner hereby establishes the Royal Canadian Mounted Police Sponsorship Program, the purpose of which is to regulate sponsorship agreements.

4. A sponsorship agreement can be either national or divisional in nature.

Assistance

5. The Commissioner may be assisted by the Mounted Police Foundation in the development and implementation of the Royal Canadian Mounted Police Sponsorship Program.

Entering Into a Sponsorship Agreement

6. Subject to section 8, the Commissioner, may enter into a sponsorship agreement on behalf of the Royal Canadian Mounted Police.

7. Subject to section 8, a Commanding Officer may enter into a sponsorship agreement which is divisional in nature.

8. Before a sponsorship agreement may be entered into, the Commissioner shall be satisfied that the proposed relationship with the respective sponsor will enhance the integrity and the community-based policing objectives of the Royal Canadian Mounted Police.

9. Prior to entering into a sponsorship agreement, a Commanding Officer shall consult with the Director of Public Affairs and Information.

10. After entering into a sponsorship agreement, a Commanding Officer shall register the full details of the sponsorship with the National Sponsorship Registry.

Use of the Contributions of the Sponsorship Agreement

11. The money contributed to the Royal Canadian Mounted Police pursuant to a sponsorship agreement shall be remitted to the Commissioner and shall be deposited in the Special Purposes Account of the Consolidated Revenue Fund created specifically for Royal Canadian Mounted Police community policing programs.

12. The money contributed shall be principally used for community policing programs, other than reasonable costs to offset expenses incurred in the management and administration of a sponsorship agreement.

13. The goods or services contributed to the Royal Canadian Mounted Police pursuant to a sponsorship agreement shall be remitted to the Commissioner and used to assist the Royal Canadian Mounted Police in carrying out the terms and conditions of a sponsorship agreement and community policing programs.

Litigation Privilege

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FRANÇAIS

MANAGEMENT OF MATERIEL

THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE, pursuant to subsection 21(2)* of the *Royal Canadian Mounted Police Act*, hereby makes the annexed Rules respecting materiel management in the Royal Canadian Mounted Police.

Amended July 21, 1997

RULES RESPECTING THE MANAGEMENT OF MATERIEL IN THE ROYAL CANADIAN MOUNTED POLICE

Short Title

1. These Rules may be cited as *the Commissioner's Standing Orders (Materiel Management)*.

Interpretation

2. In these Rules,

"condemned clothing and kit" means

(a) in the case where a member has been commissioned to the rank of an officer, any article of clothing and
kit that formed part of the member's uniform and that the member no longer requires, and

(b) in all other cases, any article of clothing and kit that forms part of a member's uniform and that is no longer
serviceable or is damaged beyond economical repair; (*effets et équipements réformés*)

"police materiel" means items of clothing, kit or other materiel issued by the RCMP to one of its members or
units engaged in law enforcement duties. (*matériel de police*)

Standard Police Materiel

3. The Commissioner shall set standards for police materiel in those instances where the item is entirely new in concept, or a major change in standard is sought, or a substantial increase in costs is involved, and in all other instances the Clothing and Equipment Design Committee shall set the standards for police materiel.

4. No member shall wear or use police materiel that does not conform to standards set pursuant to these Rules unless:

(a) standard police materiel is not available;

(b) standard police materiel will not meet the needs of a specific investigation;

(c) a situation of emergency justifies non conformance with standards; or

(d) prior authorization from the member'sCommanding Officer, or delegate, has been obtained to do so.

5. The Clothing and Equipment Design Committee may submit recommendations to the Commissioner, concerning standards for police materiel.

6. No proposal to set a standard for police materiel shall be submitted to the Commissioner, unless it has first been reviewed by the Clothing and Equipment Design Committee, except where the urgency of the matter precludes such a review.

7. The Clothing and Equipment Design Committee shall be composed of:

(a) the Officer in Charge, Finance and Supply, or delegate;

(b) the Officer in Charge, Contract Policing Branch, or delegate;

(c) the Director, Human Resources, or delegate;

(d) the Officer in Charge, Materiel and Services Management Branch, or delegate;

(e) the Corps Sergeant Major, or delegate;

(f) a Division Staff Relations Representative; and

(g) a Commanding Officer, or delegate.

Price of Materiel

8. The price charged in respect of the purchase or leasing of an item of clothing, kit or other materiel from an RCMP store shall be set by the Clothing and Equipment Design Committee.

Return of Clothing and Kit

9. Every member shall, upon release from special duty or special assignment or upon termination of employment in the Force, return to the Force all articles of clothing and kit, other than condemned clothing and kit or articles purchased by the member, that formed part of the member's uniform, unless the member is authorized by the Commissioner or delegate to continue to wear the RCMP uniform on state and official occasions.

Disposal of Clothing and Kit

10. Every member shall privately dispose of condemned clothing and kit in such a way that it cannot be identified or worn as an article of uniform.

5687
1997-09-22

ADMIN. MANUAL
APPENDIX X-3-24
FRANÇAIS

CLASSIFICATION REDRESS PROCESS FOR MEMBERS

ROYAL CANADIAN MOUNTED POLICE ACT

Commissioner's Standing Orders (Classification Redress Process for Members)

The Commissioner of the Royal Canadian Mounted Police, pursuant to subsections 21(2)[a] and 31(1)[b] of the *Royal Canadian Mounted Police Act*, hereby makes the annexed *Commissioner's Standing Orders (Classification Redress Process for Members)*.

July 1, 2001

COMMISSIONER'S STANDING ORDERS (CLASSIFICATION REDRESS PROCESS FOR MEMBERS)

Interpretation

1. The following definitions apply in these Standing Orders.

"Act" means the *Royal Canadian Mounted Police Act*. (*Loi*)

"coordinator" means the person designated as such by the Commissioner. (*coordonnateur*)

"decision maker" means

(a) the Commissioner,

(i) in the case of a request for review based on a decision, act or omission made in the course of the classification of a position at the Executive level, or

(ii) in the case of a request for review when the corrective relief requested is reclassification of a position to the Executive level;

(b) the person designated as such by the Commissioner,

(i) in the case of a request for review based on a decision, act or omission made in the course of the classification of a position at the Inspector or Superintendent rank, or

(ii) in the case of a request for review when the corrective relief requested is reclassification of a position to the Inspector or Superintendent rank; and

(c) the coordinator, in the case of a request for review based on a decision, act or omission made in the course of the classification of a position at any level or rank other than the Executive level or the Inspector or Superintendent rank. (*décideur*)

Application

2. (1) These Standing Orders apply instead of Part III of the Act to the presentation and resolution of all grievances based on a decision, act or omission made in the course of the classification of a position, which decision, act or omission is in respect of

(a) the group to which the position has been allocated;

(b) the rating, level or rank attributed to the position; or

(c) the effective date of the classification of the position.

(2) These Standing Orders apply only to the resolution of grievances initiated in accordance with these Standing Orders on or after the day on which these Standing Orders come into force.

Process for Review

Request for Review

3. A member may request the review of a decision, act or omission made in the course of the classification of the position to which the member is posted, by submitting a request for classification review to the coordinator within 45 days after the day on which the member knew or reasonably ought to have known of the decision, act or omission.

4. The request for review shall be in writing and shall specify each of the following:

(a) the name of the member and the title of the position to which the member is posted;

(b) the decision, act or omission in question;

(c) the corrective relief requested; and

(d) the date on which the member knew of the decision, act or omission.

Classification Review Committee

5. (1) As soon as possible after receiving a request for review, the coordinator shall appoint a chairperson of the classification review committee.

(2) The chairperson of the committee shall be a person designated by the Commissioner as an Accredited Classification Analyst/Consultant.

(3) The chairperson shall select two other persons to serve on the committee who are trained in the use of the classification standard for the position to which the request for review pertains.

(4) No person shall serve on a committee if

(a) they took part in the decision, act or omission that is the subject of the request for review; or

(b) they will be placed in any other conflict of interest by being on the committee.

6. The chairperson shall notify the member who requested the review of the names and titles of the persons selected to serve on the classification review committee.

7. (1) The member who requested the review may, within seven days after the day on which the member is notified of the names of the persons selected to serve on the classification review committee, object to the selection of any person on the basis that the selection contravenes subsection 5(4), by submitting a written notice of objection to the coordinator.

(2) The notice of objection shall contain details of the alleged conflict of interest under subsection 5(4).

(3) If the coordinator finds that the objection is well-founded, the coordinator shall exclude the person from the committee and select a replacement.

(4) The decision of the coordinator is final.

8. Each classification review committee shall review the request for review of which it is

seized.

9. All submissions and reports to the classification review committee shall be in writing.

10. (1) The classification review committee may obtain any additional documentation relevant to a request for review.

(2) The coordinator shall provide the member who requested the review an opportunity to review any additional documentation obtained by the committee in respect of the request.

Report of the Classification Review Committee

11. (1) The classification review committee shall prepare a written report on its review and shall submit the report to the decision maker.

(2) The report shall contain the findings and recommendations, with reasons, of the persons on the committee, including

(a) the group to which the position should be allocated, when the request for review is based on a decision, act or omission in respect of the group to which a position has been allocated;

(b) the rating, level or rank that should be attributed to the position, when the request for review is based on a decision, act or omission in respect of the rating, level or rank attributed to a position; and

(c) the effective date that should be attributed to the classification, when the request for review is based on a decision, act or omission in respect of the effective date of the classification of a position.

Decision

12. The decision maker shall consider the request for review and the report of the classification review committee and shall

(a) determine the group to which the position should be allocated, when the request is based on a decision, act or omission in respect of the group to which a position has been allocated;

(b) determine the rating, level or rank of the position, when the request is based on a decision, act or omission in respect of the rating, level or rank attributed to a position; and

(c) determine the effective date of the classification of the position, when the request is based on
a decision, act or omission in respect of the effective date of the classification of a position.

13. (1) The decision of the decision maker shall be in writing.

(2) The coordinator shall provide a copy of the decision of the decision maker and the report of
the classification review committee, including reasons, to the member who requested the review.

14. The decision of the decision maker is final.

Withdrawal of Request for Review

15. A member may withdraw their request for review, by notice in writing to the coordinator, at
any time before the decision relating to their request is rendered by the decision maker.

Suspension of Time Limits

16. (1) The coordinator shall, on written request, in the situations described in subsection (2),
suspend the time limit for compliance with section 3 or subsection 7(1).

(2) The following situations justify a suspension of a time limit:

(a) when the member is on sick leave;

(b) when the member is assigned to an operation that prevents the member from meeting the
time requirement; or

(c) when an informal review is ongoing in respect of the decision, act or omission that is the subject
of the request for review.

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[a] R.S., c. 8 (2nd Supp.), s. 12

[b] R.S., c. 8 (2nd Supp.), s. 16

ADMIN. MANUAL
APPENDIX X-3-25
FRANÇAIS

Summary of Amendments

GRIEVANCES - Effective 2003-06-19 to 2014-11-27

For grievances presented before 2003-06-19, the CSO in App. X-3-2 will apply.

For grievances presented on or after 2014-11-28, see CSO (Grievances and Appeals).

The Commissioner of the Royal Canadian Mounted Police, pursuant to subsections 21(2)[a], 31(1)[b], and
section 36[c] of the *Royal Canadian Mounted Police Act*, hereby makes the annexed Commissioner's Standing
Orders (Grievances).

June 4, 2003

COMMISSIONER'S STANDING ORDERS (GRIEVANCES)

Interpretation

1. The following definitions apply in these Standing Orders.

"Act" means the *Royal Canadian Mounted Police Act*. *(Loi)*

"grievor" means a member who presents a grievance under section 31 of the Act. *(requérant)*

"level I" means the initial level in the grievance process for grievances presented under section 31 of the Act.
(niveau I)

"level II" means the final level in the grievance process referred to in subsection 32(1) of the Act.
(niveau II)

"office for the coordination of grievances" means the office of the Royal Canadian Mounted Police that is
responsible for administrative matters relating to grievances presented under Part III of the Act. *(bureau de
coordination des griefs)*

"respondent" means the person who made the decision, act or omission that is the subject of a grievance.
(répondant)

"senior manager" means a member, other than an officer, who is at the senior management or executive level.

(cadre supérieur)

Level I

2. (1) The member who constitutes level I is

(a) in the case of a grievance in respect of a stoppage of pay and allowances under section 2 of the *R.C.M.P. Stoppage of Pay and Allowances Regulations*, a Deputy Commissioner;

(b) in the case of a grievance in respect of a decision, act or omission made by a Deputy Commissioner,
another Deputy Commissioner designated by the Commissioner;

(c) in the case of a grievance in respect of a decision, act or omission made in a region, other than a grievance
referred to in paragraphs (a) or (b), an officer or a senior manager for that region designated by the Commissioner;

(d) in the case of a grievance in respect of a decision, act or omission made in headquarters, other than a
grievance referred to in paragraphs (a) or (b), an officer or a senior manager designated by the Commissioner
for headquarters; and

(e) in any other case, an officer or a senior manager designated by the Commissioner.

(2) If the member who constitutes level I under subsection (1) is unable to act, the member who constitutes
level I is the officer or senior manager designated by the Commissioner to act in the place of that member.

Presentation of Grievances

Content

3. A grievance presented under section 31 of the Act shall contain the following information:

(a) the grievor's name and employee number;

(b) the decision, act or omission that is being grieved;

(c) the prejudice the grievor claims to have suffered as a result of the decision, act or omission;

(d) the corrective action requested; and

(e) the date on which the grievor learned of the decision, act or omission.

Collective Grievance

4. Two or more members who are aggrieved by a decision, act or omission may present a collective grievance.

Representation

5. A grievor or respondent who authorizes a person to represent or assist them in a grievance shall notify the other party and the office for the coordination of grievances in writing.

Presentation

6. (1) For the purpose of subsection 31(2) of the Act, a grievor presents a grievance by providing it to the office for the coordination of grievances or to the grievor's supervisor.

(2) A supervisor who is presented with a grievance shall forward it to the office for the coordination of grievances without delay.

(3) The office for the coordination of grievances shall provide a copy of the grievance to the respondent.

Providing Documents

7. (1) A grievor or respondent provides a document to level I or II by providing it to the office for the coordination of grievances.

(2) On receipt of the document, the office for the coordination of grievances shall provide a copy to the other party.

Access to Information

8. The right of access to written or documentary information under subsection 31(4) of the Act does not extend to information the disclosure of which could reasonably be expected to be injurious to

(a) the defence of Canada or any state allied or associated with Canada, as defined in subsection 15 (2) of the *Access to Information Act*, or the detection, prevention or suppression of subversive or hostile activities, as defined in that subsection; or

(b) law enforcement.

Early Resolution

9. (1) After receipt of a grievance, the respondent shall contact the grievor and initiate a discussion, oral

or written, of the grievance.

(2) In discussing a grievance,

(a) the respondent shall explain the reasons for the decision, act or omission that is the subject of the grievance;

(b) the grievor shall explain how he or she is aggrieved; and

(c) the parties shall consider if there are any mutually acceptable terms for resolving the grievance without a decision by level I.

(3) Any discussion by the parties of terms for resolving the grievance is without prejudice to them in the grievance procedure.

10. After the parties have discussed the grievance, they shall provide to level I

(a) a copy of their agreement, if the parties have reached an agreement to resolve the grievance in which the grievor undertakes to withdraw the grievance;

(b) a list of the agreed upon and disputed facts or issues relative to the grievance, if the parties have not reached an agreement to resolve the grievance but agree on facts or issues relevant to the grievance; or

(c) the declaration of each party that they have complied with their obligations under subsections 9(1) and (2) but have not reached an agreement, if the parties have not reached an agreement to resolve the grievance and do not agree on facts or issues relevant to the grievance.

11. Unless the parties consent to their application, sections 9 and 10 do not apply to grievances in respect of a stoppage of pay and allowances under section 2 of the *R.C.M.P. Stoppage of Pay and Allowances Regulations* or an administrative discharge under paragraph 19(a), (c), (f) or (i) of the *Royal Canadian Mounted Police Regulations, 1988*.

Written Submissions

12. (1) The parties may each provide a written submission in respect of the grievance to the level at which the grievance is presented.

(2) The grievor may provide a written response to a submission made by the respondent.

(3) A party shall not present evidence to level II that was not presented to level I unless the evidence could not reasonably have been known by the party at the time the grievance was considered by level I.

Consideration of Grievance

13. The level considering a grievance shall decide all matters relating to it, including the level's jurisdiction to consider the grievance.

14. If two or more grievances are made in respect of decisions, acts or omissions that are substantially similar, the level considering the grievances may make a decision that applies to each of the grievances.

15. (1) The level considering a grievance may, on notice to the parties, request documentation relevant to the grievance from any person.

(2) The level shall provide to the parties a copy of the documentation received, and advise them that they may each provide a written submission on the documentation.

16. The level considering a grievance may render a decision as to the disposition of the grievance in the absence of the submissions, response or comments of a party or the parties if reasonable notice has been provided to them.

17. (1) If the level considering the grievance determines that they have jurisdiction over the grievance under subsections 31(1) and (2) of the Act, the level shall determine if the decision, act or omission that is the subject of the grievance is consistent with applicable legislation and Royal Canadian Mounted Police and Treasury Board policies.

(2) If the level considering the grievance determines that the decision, act or omission is not consistent with applicable legislation or Royal Canadian Mounted Police or Treasury Board policies, and that it has caused a prejudice to the grievor, the level shall determine what corrective action is appropriate in the circumstances.

18. (1) Level II shall return a grievance to level I for reconsideration if

(a) the level receives evidence that could have resulted in a different decision by level I if the evidence had been presented at that level; or

(b) level I erred in determining that it did not have jurisdiction over the grievance.

(2) Subsection (1) does not apply to grievances that are referred to the Committee under section 33 of the Act.

Withdrawal of Grievance

19. A grievor may withdraw a grievance by providing notice in writing to the level considering the grievance.

Transitional

20. Every grievance presented under section 31 of the Act that is pending immediately before the coming into
force of these Standing Orders shall be continued under the Commissioner's Standing Orders (Grievances),
1990.

Repeal

21. The Commissioner's Standing Orders (Grievances), 1990[1], are repealed.

Coming into Force

22. These Standing Orders come into force 15 days after their date of publication in the *Canada Gazette*.

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[a]R.S., c. 8 (2nd Supp.), s. 12

[b]R.S., c. 8 (2nd Supp.), s. 16

[c]S.C. 1994, c. 26, s. 64

[1]SOR/90-117

Amended: 2015-05-27

1. ORGANIZATIONAL AND ADMINISTRATIVE SECURITY

A. ORIGINATOR

A. 1. Departmental Security Branch, Technical Operations Directorate.

B. REFERENCES

B. 1. *Access to Information Act*.

B. 2. *Privacy Act*.

B. 3. III.11., Information Access.

B. 4. *Treasury Board of Canada Manual*, Security.

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. The Officer in Charge, Departmental Security is the RCMP Departmental Security Officer and will be responsible for the development, implementation, coordination, and monitoring of directives and standards governing the RCMP's internal security programs and activities as well as investigations into possible breaches of security and assessment of injury.

D. 2. All sensitive information will be Classified or Protected.

D. 3. Security precautions will be observed in the creation, maintenance, transportation, transmission, declassification, release, and disposal of Classified and Protected information and assets.

D. 4. An employee will be responsible for safeguarding Classified/Protected information in his/her keeping, will not make personal use of it in any way and will not disclose such information to unauthorized persons, or persons who do not have a need to know.

D. 5. An employee will not be permitted access to information that is classified/protected at a level higher than his/her security clearance or reliability status.

D. 6. Information, records and material obtained by an employee while in the course of his/her duties are the property of the RCMP and must remain with the commander in charge of the unit upon transfer/termination of the employee.

EXCEPTION: Investigators' notebooks will be retained and stored safely by each member, and will only be destroyed with the authorization of the appropriate commander.

E. GENERAL

F. PERSONNEL AND TRAINING

F. 1. A commander will be responsible for all aspects of security within the unit and will develop written security directives for the unit.

F. 1. a. A commander will ensure the proper safeguarding of sensitive information by making it part of the Quality Assurance (QA) process of the unit.

F. 1. b. A commander will ensure security directives users comply with COMSEC and Information Technology security directives. See XI.4.

F. 2. A commander will appoint a Unit Security Coordinator who will be assigned overall responsibility for security. See App. XI-1-1 for duties.

F. 3. The division informatics officer/delegate is responsible for the security of division computer information systems and computer facilities. He/she is also the division COMSEC officer responsible for ensuring that division COMSEC requirements are met.

F. 4. A property manager will ensure security is considered/incorporated into building plans or building retrofits prior to contracts being issued.

F. 5. A security reviewer will conduct periodic unit security reviews through on-site visits or the issuance of a security review questionnaire.

F. 6. Security awareness training promotes a sensitivity to threats and provides details on RCMP directives for protecting RCMP information and assets. It must be continually reinforced.

F. 7. The commander will give a copy of the "RCMP Security Policy: A Handbook", to each new employee.

F. 7. a. Security awareness material may be ordered from the Regional Departmental Security Section.

F. 8. The commander/supervisor will:

F. 8. a. record the return of items on loan to the employee on form 2688 before his/her departure;

F. 8. b. arrange for the cancellation of access privileges, indoctrinations or pass codes which he/she holds; and

F. 8. c. forward a copy to the division administration office for PA to a member's service file, or a PSE's personnel file.

F. 9. The employee should return items on loan to him/her, ensure his/her commander/supervisor records the return of the items on form 2688 and retain a copy of the form.

G. THREAT AND RISK ASSESSMENTS

G. 1. A commander will complete Threat and Risk Assessments (TRA). See XI.4. and App. XI-1-2.

G. 2. The Regional Departmental Security Section will provide assistance in completing a TRA.

H. SECURITY DURING EMERGENCIES

H. 1. A commander should develop and test plans to protect sensitive information and assets in the event of an emergency. Such plans may include the safe storage or rapid destruction of sensitive information during a building occupation.

H. 2. Employee safety during an emergency takes precedence over all else.

H. 3. Emergency security plans may form part of or be in addition to other contingency or disaster plans.

H. 4. An employee should immediately report any suspected or apparent unauthorized access or losses of sensitive information or assets that may have occurred during an emergency.

Amended 2004-12-03

I. SECURITY INCIDENTS

I. 1. Security incidents include a security breach, security violation, threat or act of violence, and malicious code.

I. 1. a. Security incidents must be reported using form 2159.

I. 2. A security breach is:

I. 2. a. the unauthorized disclosure, theft, loss or access to Classified/Protected assets, including circumstances which imply that a possible security breach has occurred; or

I. 2. b. a loss, theft or misappropriation of money or property which is entrusted to the RCMP or for which the RCMP is accountable.

I. 3. A security breach, or suspected security breach, must be reported immediately to the DG Departmental Security Br. (DSB), with a copy to the NCO IC Regional Departmental Security Sec. The DG DSB will oversee, or delegate responsibility for, the investigation.

I. 4. If a breach involves electronically processed information, the originator and addressee must be immediately notified.

I. 5. If the breach involves the loss of COMSEC cryptographic material or a message transmitted by a secure telecommunications system, the addressee must be notified and the loss reported by secure means to National Headquarters, ATTN: Director General, Departmental Security Br.

I. 6. A security violation is any act that contravenes security directives such as:

I. 6. a. failure to secure doors and windows or lock security containers; or

I. 6. b. removal of Classified/Protected assets from a building/facility without authorization or failure to classify, or otherwise protect, such information.

I. 7. A security violation, or suspected security violation, must be reported to the unit commander/unit security coordinator, who will oversee or delegate responsibility for the investigation. If warranted, the NCO IC Regional Departmental Security Sec. will be notified.

I. 8. A threat or act of violence is when employees:

I. 8. a. are under threat of violence because of their duties or because of situations to which they are exposed such as threatening letters or calls; or

I. 8. b. receive potentially dangerous substances or exposed to stalking or assault.

I. 9. A threat or act of violence must be reported to the DG DSB, unit commander/unit security coordinator with a copy to the NCO IC Regional Departmental Security Sec. The DG DSB will oversee, or delegate responsibility for, the investigation. The police force of local jurisdiction must be immediately notified as they will conduct any criminal investigation.

I. 10. A malicious code is a computer program that performs illicit functions such as computer viruses, trojan horses or worms.

I. 10. a. A malicious code attack must be reported immediately to the DG DSB, the unit commander/unit security coordinator and the LAN administrator.

Amended 2006-03-14

J. CLASSIFICATION/PROTECTION OF INFORMATION AND OTHER ASSETS

J. 1. Materiel assets deemed to be sensitive in the national interest must be Classified.

J. 2. Materiel assets with value or importance that warrant safeguarding must be Protected.

J. 3. Information that is publicly available is not to be Classified or Protected.

J. 4. Constraints imposed by a security classification or protection will apply equally to the information no matter what type of storage medium it is retained in.

J. 5. A security classification/protection may not be used to:

J. 5. a. conceal violations of law, inefficiency or administrative error;

J. 5. b. prevent embarrassment to a person, department, agency, or organization; or

J. 5. c. restrain competition.

J. 6. When Classified information is received from another federal institution or agency, a provincial, municipal or regional government, foreign government or from an international organization of nations or one of its institutions, it must be protected at the

Confidential, Secret or Top Secret levels or, if applicable, in accordance with an agreement between the RCMP and the government or institution concerned.

J. 7. If sensitive information is received unmarked, use due diligence and contact the originator to determine the security category of the information received. Written permission of the originator is required in order to mark the document on their behalf to ensure the shared information is appropriately safeguarded.

J. 7. a. The written permission of the originator is required to release or downgrade Classified information.

J. 8. Information marked Restricted must be safeguarded in accordance with the appropriate agreement between the RCMP and the originator.

J. 8. a. The security marking Restricted is not part of the Canadian security classification system, but is used by NATO countries and the Organization for Economic Cooperation and Development (OECD) sources.

J. 9. When information marked Protected is received from another federal institution or agency, it is considered as being Protected-A unless a written agreement is in effect to treat it otherwise.

K. INJURY TESTING

K. 1. An injury test must be conducted before assigning a security classification or protection to sensitive information.

K. 2. National interest information is Classified as:

K. 2. a. Confidential: when its unauthorized disclosure, destruction, removal, modification, or interruption could reasonably be expected to cause injury to the national interest. Most Classified information will be at the Confidential level.

K. 2. b. Secret: when its unauthorized disclosure, destruction, removal, modification, or interruption could reasonably be expected to cause serious injury to the national interest.

K. 2. c. Top Secret: when its unauthorized disclosure, destruction, removal, modification, or interruption could reasonably be expected to cause exceptionally grave injury to the national interest. This classification applies to a very limited amount of information.

K. 3. Other sensitive information must be Protected when its unauthorized disclosure, destruction, removal, modification, or interruption could reasonably be expected to:

K. 3. a. cause harm to an ongoing or anticipated law-enforcement investigation;

K. 3. b. reveal the identity of a confidential source or cause harm to any individual; or

K. 3. c. hinder effective law enforcement by detailing sensitive protective, operational or administrative strategies and procedures.

K. 4. When particularly sensitive personal information is identified, the injury test must take into account whether compromised information could reasonably be presumed to cause unwarranted invasion of privacy. See App. XI-1-3.

K. 4. a. The expectations of the individual, currency of the information and gravity of injury must be considered.

K. 5. When safeguarding Protected information, one of the following categories must be used:

K. 5. a. Protected-A to safeguard routine information of low sensitivity that requires protection above the level of nonsensitive information.

EXAMPLES: Routine complaints from the general public and the results of subsequent investigations, general information about organized crime or drug targets on PIRS with active status, training results or staffing information.

K. 5. b. Protected-B to safeguard particularly sensitive information that requires more stringent protection measures than Protected-A.

EXAMPLES: Particularly sensitive intelligence about organized crime, drug operations or medical records.

K. 5. c. Protected-C to safeguard extremely sensitive information when there is a need for special, stringent safeguards.

EXAMPLES: The identity of certain sensitive sources or special measures taken for protecting sources for witnesses in serious danger.

K. 6. When selecting an appropriate safeguard, any potential threats against the information that could result in its unauthorized disclosure, destruction, removal, modification, or interruption, and the operational impact if such a threat occurs must be considered.

L. MARKING OF STORAGE MEDIA

L. 1. The classification or protection shown on a storage medium will be that of the highest Classified or Protected information contained in the storage medium. See App. XI-1-4.

L. 2. Each page of a document containing sensitive information must be marked with the appropriate security classification or protection.

L. 3. Colored security marking labels are used to mark sensitive information. They are ordered from PWGSC through normal procurement channels by quoting the following NATO numbers:

L. 3. a. Top Secret, orange, 7690-21-903-1544;

L. 3. b. Secret, red, 7690-21-903-1545;

L. 3. c. Confidential, green, 7690-21-903-1546;

L. 3. d. Protected-A, blue, 7690-21-905-6246;

L. 3. e. Protected-B, blue, 7690-21-905-6247;

L. 3. f. Protected-C, blue, 7690-21-905-6248; and

L. 3. g. Unclassified/Unprotected, white, 7530-21-903-1548.

1. The Unclassified/Unprotected security marking label is used only when declassifying, undesignating or downgrading storage media.

L. 4. See App. XI-1-3 for examples of sensitive information.

M. RECLASSIFICATION/DOWNGRADING OF CLASSIFIED/PROTECTED INFORMATION

M. 1. Information is to be Classified/Protected only for the time it requires protection, after which it is to be declassified/Unprotected.

M. 2. Classified/Protected information will be reviewed for reclassification or downgrading by the organizational unit that created the information or the unit now responsible for the information when:

M. 2. a. the captioned issue or topic is concluded,

M. 2. b. it is determined that the captioned issue or topic no longer requires protection, or

M. 2. c. the record is transferred to the RCMP Archives Management Sec.

NOTE: RCMP records offices act as custodians only and are not responsible for the information.

M. 3. The policy center responsible for information, commander or originator can reclassify or downgrade information.

M. 4. Information that was classified Confidential, Secret, Top Secret, Restricted before 1987-12-31 will be reviewed for declassification or downgrading when it is referred to again, or when it is sent to the RCMP Archives Management Sec.

M. 5. If possible, at the time information is created/collected a specific date/event should be selected for its automatic declassification/downgrading. The date/event selected should be shown below the security marking.

M. 6. The term "en bloc" applies to the declassification/downgrading of large quantities of existing sensitive information holdings that were Classified before 1987-12-31 and are now in the Protected category.

M. 7. "En bloc" declassification/downgrading may be performed by the unit that created the information, by the unit now responsible for the information, or the policy center/ delegated authority responsible for the information.

M. 8. The security marking on existing information holdings that have been declassified "en bloc" to the Protected category is to be changed only if the information is released outside the unit creating and holding the information, transferred to the RCMP Archives Management Sec., or transferred to the National Archives of Canada.

M. 9. When the classification/protection level of sensitive information is changed, the security label of the original, generated copies, and if applicable, the file folder should be changed by the employee responsible for file maintenance.

M. 9. a. If it has been determined that sensitive information no longer requires to be Classified/Protected, the existing security label must be covered with a white a white label. This applies to file folders 1632 and 1632-1.The files have the designation Protected-A printed on them.

M. 10. Classified/Protected information should be reviewed in accordance with existing policy to determine whether the current security marking requires reclassification/downgrading.

M. 11. Information may be reclassified or downgraded based on an injury test, the loss of sensitivity of the information, or a determining event.

M. 12. A copy of form 2630 should be sent to all those who have a copy of the information and the original of form 2630 should be PA'd to the appropriate file.

Amended 2004-12-03

N. RELEASE OF CLASSIFIED/PROTECTED INFORMATION

N. 1. Classified/Protected information may be released only to an individual who has a need to know and possesses a security clearance or reliability status commensurate with the sensitivity of the information being released.

NOTE: Reports prepared at the request of an outside party and containing Classified or Protected information concerning only that outside party, may be released to that party even though that party does not have the required security clearance or reliability status.

N. 2. When sensitive information Classified in the national interest is shared with or released to other governments, departments or organizations not covered by the Security Policy and Standards of the Government of Canada, the RCMP must ensure, through written agreements, e.g. MOU, that appropriate safeguards are established for the safekeeping of the information. For appropriate statements, see App. XI-1-5.

N. 3. Top Secret and Secret files will be released by the records office personnel/employee responsible for file maintenance only to those security-cleared personnel whose names appear on access lists approved by the appropriate commander.

N. 4. When an RCMP employee shares or leaves classified and protected information with other law enforcement agencies, crown attorneys, provincial, territorial or municipal governments, the RCMP employee is responsible for ensuring the information is safeguarded in an approved storage container, as outlined in the Security Equipment Guide.

N. 4. a. If the department or agency cannot ensure proper storage of the information, the RCMP employee will take the information back to an RCMP facility, or allow the other agency to view the material at an RCMP facility.

N. 4. b. Failing to safeguard sensitive information could result in an employee's security clearance/reliability status downgraded or revoked. A commander will ensure the proper safeguarding of sensitive information by making it part of his/her quality assurance process.

Amended 2005-03-31

O. TRANSPORT AND TRANSMITTAL OF CLASSIFIED/PROTECTED INFORMATION AND ASSETS

O. 1. See the guidelines for the transport and transmittal of Classified/Protected information and assets as set out in App. XI-1-6.

O. 2. When sending sensitive information by electronic means, the instructions outlined in XI.4. must be followed.

O. 3. Top Secret documents must be sent through:

O. 3. a. at National Headquarters, the employee in charge of the mail and messenger unit;

O. 3. b. in divisions, the records manager; and

O. 3. c. in subdivisions, the employee responsible for the records office or the employee appointed by the OC.

O. 4. When transmitting Top Secret, Secret or Protected-C information or assets outside Canada, applicable receipt forms C-2, GC44, 2486 or 3150 must be used.

O. 4. a. These forms may also be used for the transport or transmittal of Classified or Protected information in Canada.

O. 5. If the receipted original of the form is not received within 10 days, if delivered in Canada, or within two months, if delivered outside Canada, or if loss or theft is suspected, the addressee must be contacted to determine if the mail was received and the receipted original returned to you.

O. 6. If the addressee did not receive the mail, the appropriate postal and police departments must be notified immediately. See also Sec. I.

O. 7. If the mail is recovered, the appropriate official must place the mail in a secure container until it can be returned to the sender.

O. 8. If an envelope is received with a sealing device that has been tampered with en route, it must be reported to the originator and to the Regional Departmental Security Sec.

P. COURIER CERTIFICATE

P. 1. Part I.3 (7) of the *Air Carrier Security Measures* provides authority for air carriers to "... exempt from search a security-sensitive document or item not of a diplomatic or consular nature which is transported in the possession of a representative of a government department or agency..." This exemption is dependent upon specific conditions, one of which is the production of a Courier Certificate, form 3262.

P. 2. Form 3262 must be used to assist employees in carrying security-sensitive documents/ assets through security-screening stations in Canadian airports. The documents/assets must be maintained in personal possession as carry-on luggage and should be placed in a container, e.g. briefcase, which may be opened for inspection.

P. 3. Form 3262 must be approved by the NCO IC Covert Operations Program/delegate. The NCO IC Covert Operations Program and the unit commander will retain a copy of form 3262.

P. 4. Form 3262 must contain the following:

P. 4. a. full name and regimental/employee number;

P. 4. b. traveling itinerary/routing including all intermediate stops which may include another security check;

P. 4. c. detailed description of the contents of the sealed parcel;

P. 4. d. number of parcels for which you request an exemption from physical examination;

P. 4. e. seal number, if applicable; and

P. 4. f. anticipated date and time of arrival.

P. 5. The NCO IC Covert Operations Program will review each request, ensure that the documentation/asset requires the protection of this certificate and forward approved requests to the originator.

Q. SECURITY REQUIREMENTS CHECKLIST FOR CONTRACTING

Q. 1. Form TBS 350-103 must be used to identify security requirements for contractors and subcontractors, and their employees, at the beginning of any contractual/ precontractual process with the private sector and PWGSC for construction or building services, and goods and services. The form must be used even though there are no security requirements, to ensure that security has been addressed.

Q. 2. For contracts between the RCMP and the private sector, the division Corporate Services Officer/FSSO will ensure that all applicable security requirements listed on the approved form TBS 350-103 are included in the contract and will forward as required.

Q. 3. At least one week before any work is started, the division Corporate Services Officer/ FSSO will provide the Regional Departmental Security Sec. with the following:

Q. 3. a. the duration of the contract;

Q. 3. b. the name of the contractor/subcontractor;

Q. 3. c. where the work will be performed; and

Q. 3. d. the full names, addresses and dates of birth of the contractor's/subcontractor's employees and the security level to which they have been screened.

NOTE: Failure to provide this information could result in the people being refused access.

R. FACILITY SECURITY CLEARANCES

R. 1. Facility Security Clearances (FSC) may be carried out for suppliers in anticipation of opportunities to bid on future contracts involving security requirements. This may be done provided there is a strong possibility that the contractor and his/her personnel will require future access to sensitive information, materials or valuable assets.

R. 2. Requests for FSC will be submitted to the Regional Departmental Security Sec. for processing and must include the following information:

R. 2. a. the location, address and telephone number of the contractor's Canadian head office,

R. 2. b. the name of the company president or CEO,

R. 2. c. the requirements for establishing an FSC,

R. 2. d. the level of reliability or security screening required for personnel,

R. 2. e. the level of the Document Safeguarding Capability which will be required at an identified contractor's facility, and

R. 2. f. any EDP or COMSEC requirements.

S. RESERVED

T. TESTING SECURITY SYSTEMS

T. 1. The commander should test and evaluate security procedures, plans and equipment periodically. This may include entering an alarmed area to test an electronic detection device.

T. 2. Supervisory personnel must be advised prior to planned tests.

T. 3. The Regional Departmental Security Sec. should be advised of the appraisal and of improvements suggested.

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THREAT AND RISK ASSESSMENT (TRA) GUIDE

WHEN COMPLETING A TRA, YOU MUST LIST THE VARIOUS SUBJECTS UNDER THE APPROPRIATE SUBJECT HEADING OR GROUPING, AND IN THE ORDER SHOWN IN THIS APPENDIX

1. **Identification of Assets According to Groupings**

   a. **Classified Information**

      1. Confidential, Secret and Top Secret: Indicate the approximate quantity of each classification.

   b. **Material Assets Important to the National Interest**

      1. Devices or equipment that are essential for the security of Classified information or that are critical to the operation of a service or program essential to the national interest, e.g. a TACLANE KG 175 or an STU-III terminal.

   c. **Protected Information**

      1. Protected-A, -B or -C: Indicate the approximate quantity of each designation.

   d. **Negotiable or Cash Assets**

      1. Indicate the amount of cash or negotiables, e.g. monies used in investigations, detachment contingency funds, license fees, funds collected on behalf of a government or municipality.

   e. **Valuable Assets**

      1. Items that may be likely targets because of their value, e.g. microcomputer workstations, laptop computers, word processors, VCRs, portable radios, televisions.

      2. Vehicles, boats, aircraft, and firearms.

      3. Exhibits: Items that could be targets because of their monetary or evidential value, e.g. drug or drug-related seizures, customs and excise seizures, seized monies or property from the proceeds of crime.

   f. **Personnel**

      1. Employees and prisoners.

   g. **Services and Programs**

      1. Computer, CCVE, intrusion detection systems, etc., when there is a concern for confidentiality, integrity and availability. The equipment could be shown as a "Valuable Asset".

2. **Threat Assessment**

   a. **Threat**

1. Describe threats against personnel and assets in detail, using the standard questions who, what, when, where, why, and how. Pay close attention to situations when personnel or the asset is most vulnerable, e.g. when in close contact with an accused/prisoner, during silent hours or when in transit. Indicate whether the threat is accidental or deliberate.

2. In any TRA, ensure the threat of personnel being infected with a life-threatening or debilitating disease, either intentionally or inadvertently, is considered.

b. **Class of Threat**

1. Identify the perceived threat against each asset as being in the destruction, disclosure, removal (theft or loss), modification, or interruption category.

NOTE: Only include threats against Classified information when the mandatory safeguards for such information are found to be inadequate or have been breached, or a specific threat situation has been identified.

c. **Likelihood**

1. When the threat is identified, evaluate the likelihood of the threat occurring in terms of:

    1. Low: no history of threats, and considered that a threat is not likely to occur.

    2. Medium: history of threats, or assessment that a threat may occur.

    3. High: significant history of threats, or assessment that a threat is likely to occur.

d. **Consequence of an Occurrence**

1. In the case of classified information, express the consequences of the threat occurring in terms of injury and the level of classification affected:

    1. Top Secret, exceptionally grave injury to the national interest;

    2. Secret, serious injury to the national interest; or

    3. Confidential, injury to the national interest.

2. For Protected information and assets, personnel and services, express consequences in terms such as loss of trust, loss of privacy, loss of asset, or loss of service.

e. **Impact**

1. Express the impact of each injury on the organization as exceptionally grave, very serious, serious, or not too serious.

3. **Risk Assessment**

a. **Existing Safeguards**

1. Evaluate existing safeguards against identified threats.

2. Identify vulnerabilities or weaknesses by assessing existing safeguards.

b. **Vulnerabilities**

1. Describe what vulnerabilities exist, e.g. information can easily be copied by employees, the lock on an

exhibit
door is in need of replacement.

c. **Risk**

1. Examine existing safeguards and vulnerabilities and express the risk as:

1. Low: requiring some attention and consideration for safeguard implementation,

2. Medium: requiring attention and safeguard implementation in the near future, or

3. High: requiring immediate attention and safeguard implementation.

4. **Recommendations**

a. **Proposed Safeguards**

1. Briefly describe what safeguards should be implemented to reduce the vulnerabilities.

b. **Projected Risk**

1. Analyze the projected risk by examining the existing and proposed safeguards. Will the existing or the proposed safeguards reduce vulnerabilities to a level where the projected risk can be assessed as low.

c. **Assessment of Safeguards**

1. Based on both the existing and proposed safeguards, assess the safeguards as completely satisfactory, satisfactory in most aspects, or need improvement.

NOTE: The person who completes a TRA must sign and date it. The appropriate commander must also sign
and date the TRA in verification of its accuracy and thoroughness.

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EXAMPLES OF NATIONAL INTEREST AND OTHER SENSITIVE INFORMATION

1. Information of national interest must be **CLASSIFIED CONFIDENTIAL, SECRET** or **TOP SECRET**. Very little information warrants classification in the national interest. The following are examples of national interest information:

a. **Investigations Pertaining to the Security of Canada**

1. This category of information deals with investigative techniques or plans for specific investigations and information obtained or prepared in the course of investigations into activities suspected of constituting threats to the security of Canada. Such activities include but are not restricted to:

1. espionage or sabotage against Canada or detrimental to the interests of Canada or activities directed toward or in support of such espionage or sabotage;

2. foreign-influenced activities within or relating to Canada that are detrimental to the interests of Canada and are clandestine, deceptive or involve a threat to any person;

3. activities within or relating to Canada that are directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and

4. activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada.

2. The foregoing does not include lawful advocacy, protest or dissent, unless carried out in conjunction with any of the activities referred to in paragraphs 1.a.1.1. to 4.

b. **International Affairs and Defense**

1. This category of information relates to the conduct of international affairs including not only state-to-state affairs but commercial, cultural and scientific links, the defense of Canada or any state allied or associated with Canada, and the

detection, prevention or suppression of subversive or hostile activities. Subversive or hostile activities include but are not restricted to:

1. espionage against Canada or any state allied with or associated with Canada;

2. sabotage;

3. activities directed toward the commission of terrorist acts, including hijacking, in or against Canada or a foreign state;

4. activities directed toward accomplishing government change within Canada or foreign states by using force or encouraging the use of force, violence or any criminal means;

5. activities directed toward gathering information used for intelligence purposes that relates to Canada or any state allied or associated with Canada; and

6. activities directed toward threatening the safety of Canadians, employees of the Government of Canada or property of the Government of Canada outside Canada.

c. **Federal-Provincial Affairs**

1. This category of information deals with how the Government of Canada conducts federal-provincial affairs, including information on:

1. federal-provincial consultations or deliberations; and

2. strategy or tactics adopted, or to be adopted, by the Government of Canada relating to the conduct of federal-provincial affairs.

d. **Economic Interests of Canada**

1. This category of information contains trade secrets or financial, commercial, scientific, or technical information that has substantial value or is likely to have substantial value, and belongs to the Government of Canada or a government institution. It also includes information relating to:

1. the currency, coinage or other legal tender of Canada;

2. a contemplated change in the rate of bank interest or in government borrowing;

3. a contemplated change in tariff rates, taxes, duties, or any other revenue sources;

4. a contemplated change in the conditions of operation of financial institutions; and

5. a contemplated sale or purchase of securities, foreign or Canadian currency.

e. **Identity of a Security Clearance Source**

1. This category of information is obtained from or has been prepared by an investigative body for the purpose of determining whether to grant security clearances that would reveal the identity of the individual who furnished the information to the investigative body.

f. **Cabinet Confidences**

1. This category of information constitutes a confidence of the Queen's Privy Council for Canada.

g. **Advice and Recommendations**

1. This category of information contains:

1. advice and recommendations developed by or for a government institution,

2. accounts of consultations or deliberations involving employees of a government institution,

3. positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada, and

4. plans relating to the management of personnel or the administration of a government institution that have not yet been put in operation.

h. **Statutory Prohibitions**

1. This category of information is information whose disclosure is restricted by, or pursuant to, a statute.

2. **Other Sensitive Information Must be Designated Protected**. The following are examples:

a. **Law Enforcement**

1. This category of information:

1. has been obtained or prepared by a federal investigative body in the course of lawful investigations pertaining to the detection, prevention or suppression of crime, or enforcement of any law of Canada or a province;

2. relates to investigative techniques or plans for specific lawful investigations;

3. relates to the existence or nature of a particular investigation;

4. would reveal the identity of a confidential source of information;

5. was obtained or prepared in the course of an investigation;

6. if disclosed, could reasonably be expected to be injurious to the security of penal institutions;

7. could facilitate the commission of an offence, including information on criminal methods or techniques, or
information that is technical in nature and relating to weapons or potential weapons; and

8. relates to the vulnerability of particular buildings or other structures or systems, including computer or
communication systems, or methods employed to protect such buildings or other structures or systems.

b. **Individual Safety**

1. This category of information, if disclosed, could reasonably be expected to threaten the safety of an individual.

c. **Government Competitive Position**

1. This category of information, if disclosed, could prejudice the competitive position of a government institution.

d. **Government Research**

1. This category of information relates to scientific or technical information obtained through research by an employee
of a government institution, the disclosure of which could deprive the employee of priority of publication.

e. **Undue Benefit to a Person**

1. This category of information is similar to that described in 1.d.1., which if disclosed could result in undue benefit to a
person.

f. **Particularly sensitive, personal information**

1. This category of information exists in large quantities throughout the RCMP and relates to an identifiable individual
and includes information relating to race, ethnic origin, religious or political beliefs, associations or lifestyles, age,
marital status, address, education, physical and mental health, employment history, personal evaluations and
recommendations, finances including income, assets, liabilities, income tax returns etc. and

information pertaining to
possible violations of the law.

g. **Business Information**

1. This category of information:

1. contains a trade secret of a third party;

2. contains financial, commercial, scientific or technical information supplied by a third party that is confidential in
nature and is treated consistently in such a manner by the third party;

3. could result in material or financial loss or gain to, or could prejudice the competitive position of, a third party if
disclosed; and

4. could interfere with contractual or other negotiations of a third party.

h. **Test/Audits**

1. This category of information relates to testing or auditing procedures and techniques or details of specific tests to be
given or audits to be conducted, which if disclosed, would prejudice the use or result of particular tests or audits.

i. **Solicitor-Client Privilege**

1. This category of information is subject to solicitor-client privilege.

j. **Information from Other Governments**

1. This category of information is obtained in confidence from the government of a foreign state, an international
organization of states, provincial, municipal or regional government, or an institution of any of the foregoing.

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MARKING STORAGE MEDIA

TYPE OF MEDIA	WHO MARKS	WHEN(5)	MARKING METHOD (1)	LOCATION OF MARK	SPECIAL INSTRUCTIONS
Correspondence	Originator	Creation	Type or print (5)	Upper right corner (2)	Eye readable
	Records Office	PA (6)	Label (4)	Upper right edge	Edge mark the first page using colored security labels
File Folders	Records Office	Creation	Label (4)	Designated area on file cover (7)	Use colored security labels
EDP Hardcopy Printouts (3)	Originator or EDP Security Officer	At time of printout or when created	Written (5)	Top of printout	Eye readable on every printout page
	Records Office	PA (6)	Label (4)	Upper right edge	Edge mark using colored security labels
Microforms	Originator/ Assembler of Record	Creation or Assembly	Word or Letter (5)	Beginning of roll or first frame	Eye readable
Electronic Records	Originator/ Assembler of Record	Creation or Assembly	Written (5)	On each screen	Eye readable
Auxiliary Items	Custodian/User	With use	Label (4)	Plain view	Use colored labels, on flat surface of item. Includes diskettes, printer ribbons, cassettes, etc.

(1) To determine which security marking to use, see XI.1.L.
(2) Every page is to be marked with the security marking.
(3) Includes systems used to process or transmit sensitive information such as HRMIS, PIRS, etc.
(4) When reclassifying or downgrading, cover up existing label with new label. If item becomes unclassified, cover up existing label with a white label. This also applies to file folders 1632 and 1632-1.
(5) Ensure all generated copies are marked accordingly. Covering letters/correspondence must be marked to indicate
the highest level of classification/protection of the attachments, e.g. - Top Secret with attachments - Unclassified
without. Originals of Top Secret information must be individually numbered and controlled. Copies of Top Secret
information must be uniquely numbered and maintained on a distribution list. Each copy of Secret information must
be numbered and controlled with the copy number shown on each copy and maintained on a distribution list.
Confidential information is to be controlled in the same manner as Secret when warranted by a TRA. All materials
used in the preparation of sensitive information must be marked as is the original piece of information.
(6) You do not need to edge mark correspondence designated Protected-A if the majority of the correspondence/ documentation on a file is Protected-A by the nature of its subject matter. Examples of this might be operational
case files, personnel or service files.

(7) If there is no designated area on a file cover, affix the proper security label on the file tab.

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RECOMMENDED MINIMUM PREPARATION AND TRANSPORT/TRANSMITTAL GUIDELINES FOR PROTECTED/CLASSIFIED INFORMATION

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Recommended Minimum Preparation and Transport Guidelines for:

- Protected Information In Canada
- Classified Information In Canada
- Protected Information Outside Canada
- Classified Information Outside Canada

Recommended Minimum Preparation and Transmittal Guidelines for:

- Protected Information In Canada
- Classified Information In Canada
- Protected Information Outside Canada
- Classified Information Outside Canada

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3. PHYSICAL SECURITY

A. ORIGINATOR

A. 1. Departmental Security Branch, Technical Operations Directorate.

B. REFERENCES

B. 1. *Security Equipment Guide* SSB/SG-20.

B. 2. *Treasury Board of Canada Manual*, Security.

B. 3. *Property Management Manual*, Part III.

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. The OIC Departmental Security will be responsible for developing and monitoring the application of internal directives governing the RCMP Physical Security Program.

D. 2. All buildings/facilities occupied by the RCMP will be designed, equipped and maintained to provide a level of security commensurate with their threat and risk assessment (TRA).

D. 3. The OIC, Departmental Security Branch must accredit and certify all new or retrofited RCMP-occupied buildings or facilities before they can be occupied.

D. 4. Commanders will be responsible for the overall security of their premises but the minimum standard established by Departmental Security Branch must be adhered to.

D. 5. Commanders will correct the deficiencies identified in a Security Review.

E. GENERAL

E. 1. For procedures on the **handling of suspicious mail**, see III.2.F.2.b.

F. ACCESS CONTROL

F. 1. General

F. 1. a. An RCMP-occupied building/facility will be divided into a number of progressively restrictive zones so that access to sensitive information and valuable assets within the building/facility can be controlled. See App. XI-3-1. If signs are required, contact your division Corporate Services/FSSB.

F. 1. b. Before entering an operational area of an RCMP building/facility, a contractor or visitor must turn in all electronic devices, e.g. cell phones, cameras, PDAs to the reception/security desk until the person leaves.

EXCEPTIONS:

1. An RCMP employee who has a valid RCMP reliability status/security clearance.

2. A peace officer from another law enforcement agency.

3. A federal, provincial or regional government employee.

4. A contractor who has a reliability status/security clearance.

F. 1. c. Contractors and visitors are forbidden from taking photographs on RCMP property. If photographs must be taken, permission must first be received from the detachment/unit commander.

F. 1. d. In order to prevent the inadvertent capture and disclosure of sensitive information, personnel authorized to operate devices equipped with cameras and microphones on RCMP premises are to ensure they take precautions, such as being mindful of their surroundings, when photographing, recording, or transmitting.

F. 1. e. Before entering a high security zone, employees must leave all electronic devices at the entrance of the secure zone.

F. 2. **Building Access Cards**

F. 2. a. A commander must issue and maintain written procedures governing the access control for a building/facility, and in operations, security and high security zones, namely issuance, control, use, retrieval, and reporting lost or damaged building access cards.

F. 2. b. A building access card is required for admittance to, or movement within an RCMP building/facility, see App. XI-3-2. A building access card must:

1. visually indicate the type of access privileges granted to the bearer, i.e. escorted or non escorted;

2. display a control number;

3. bear no identification of the RCMP/region/division building/facility to which they allow access;

4. not be attached to a lanyard or clip having any markings that associate it to any police organization or initiative, e.g. crime stoppers, FBI, CPIC;

   NOTE: Other than the lanyard or clip, nothing can be attached to the access card or be inserted in its pouch.

5. when issued to an employee, display a color photograph encompassing 50% of the card surface and the name of the employee;

NOTE: Civilian clothing must be worn for the photograph, uniforms are not permitted.

6. be color-coded, with the photograph when applicable, and the status indicator on both sides;

7. be kept in a clear plastic pouch, hang vertically and be visible;

NOTE: Building access cards must not be perforated.

8. if not used, be deactivated after 90 days;

9. if lost or stolen, be reported to the system administrator.

F. 2. c. For information on setting up a building access card control system, contact the Regional Departmental Security Section.

F. 3. **Key Control**

F. 3. a. Keys and key codes for RCMP property/assets and those received in the course of duty, e.g. for a fire hall or emergency power plant, must be recorded in a key ledger and stored commensurate with the classification/designation, worth/value of the property and assets.

F. 3. b. A mechanical combination door release includes any door-locking mechanism which opens by means of a mechanical alphanumeric coding system, e.g. Unican door lock.

1. Alphanumeric codes will be changed whenever warranted by a TRA.

F. 3. c. When a key is received from the locksmith, the commander must ensure it is stamped with a code that can be associated with the building/facility, but will not identify it.

F. 3. d. The commander will ensure that each key issued is listed in a ledger, and in a building/facility where there is more than one unit, consider having one unit responsible for key control.

F. 3. e. If a key is lost, before rekeying, the commander must consider where the key was lost and under what conditions, and whether the key or key ring bears marks which could identify its owner as an RCMP employee.

F. 4. **Electronic Access Control Systems**

F. 4. a. When planning electronic access control systems, or a major renovation to an existing system, the Regional Departmental Security Section must be consulted.

F. 4. b. An initial request must include a current security consultation report with an up-to-date TRA.

G. **INTRUSION DETECTION AND CLOSED CIRCUIT TELEVISION (CCTV)**

SYSTEMS

G. 1. **General**

G. 1. a. A request for an intrusion detection (alarm) or CCTV system, or major renovation to an existing system, for an RCMP-occupied building/facility and RCMP- leased/ owned vehicle must be pre-approved by the Regional Departmental Security Section. This includes the use of CCTV systems for internal security, e.g. cell monitoring.

G. 2. **Rapid Deployment Equipment**

G. 2. a. Rapid deployment is immediate, short-term, electronic security support, including equipment and personnel, to RCMP protective operations throughout Canada and in some exceptional situations, abroad, e.g. major events, civil unrest, JFOs, VIPs and internationally protected persons, witness protection program.

G. 2. b. A request for services must be approved by National Headquarters, ATTN: IC National Rapid Deployment Section, Protective Technical Services Branch. For details, see OM II.6.H.7.

G. 3. **Vehicle Intrusion Detection (Alarm) Systems**

G. 3. a. If a vehicle being used to transport weapons, explosives or other sensitive/valuable assets is left unattended, it must be stored in a secured area, compound or garage, or the sensitive/valuable assets must be unloaded and secured elsewhere.

G. 3. b. If it is not possible to unload the vehicle or place it in a secured area, the vehicle may be left unattended in a nonsecure area provided it is protected by an alarm system.

G. 3. c. The commander will send requests for vehicle alarm systems to the Regional Departmental Security Section for consultation.

Amended 2020-07-29

H. **STORAGE OF CLASSIFIED/PROTECTED INFORMATION AND VALUABLE ASSETS**

H. 1. Only security containers listed in the *Security Equipment Guide* (SEG) or the annual bulk buy requisition are to be used for the storage of classified/protected information and valuable assets.

H. 1. a. For the purposes of this section, a security container includes a room designed and approved for the protection of information or assets as shown in the PMM.

EXCEPTION: The Regional Departmental Security Section may approve alternatives.

H. 2. Classified/protected information must be stored in a security container approved for the highest level of classified/protected material stored in the container.

H. 3. Requests for open-shelf filing must be approved in consultation with the Regional Departmental Security Section.

H. 4. The commander will:

H. 4. a. Coordinate requests for security containers with Regional Departmental Security Section and requisition them from division Corporate Services/FSSB.

H. 4. b. Change the combination of the container's lock as required, or when a person having access to the container/building is transferred, released or no longer requires access.

H. 4. c. Before disposing of a container, e.g. security shell, file cabinet, ensure all files, correspondence, computer disks, sensitive material, and personal items are removed.

1. The container should be left open and a document attesting to it being empty should be attached.

I. DESTRUCTION OF CLASSIFIED/PROTECTED MATERIAL

I. 1. The equipment/system used to destroy sensitive material is rated according to the degree of destruction that is accomplished.

I. 2. The commander will, in consultation with the Regional Departmental Security Section, request destruction equipment indicating the highest classification/protection of material to be destroyed, and the approximate weight of material to be destroyed per hour.

Amended 2005-05-11

J. PROTECTIVE RECEPTION COUNTER

J. 1. All RCMP buildings/facilities, including Community Offices, that have a public reception area must be equipped with a protective reception counter. There are two types of protective reception counters: anti-vault and ballistic-resistant.

J. 2. The type of protective reception counter to be installed will be determined on a case-by-case basis, approved by the Regional Departmental Security Section and commensurate with the threat level identified in a TRA.

J. 3. If an armed RM is not present at an RCMP facility the receptionist has the option to lock the front door or public entrance.

Amended 2008-11-19

K. COUNTER-TECHNICAL INTRUSION INSPECTIONS

K. 1. Contact Regional Departmental Security Section.

L. SECURITY REVIEWS

L. 1. A system of periodic security reviews will be implemented by the Regional Departmental Security Section.

L. 2. The Regional Departmental Security Sections will provide assistance anytime:

L. 2. a. there is an incident involving the physical security of a building/facility;

L. 2. b. there is an indication that the current protective measures are inadequate;

L. 2. c. renovations are undertaken that could affect the physical security of the building/ facility; or

L. 2. d. there is a request for a CCTV, electronic access control, an alarm system, or a major renovation to an existing system.

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1998-09-18

M. IDENTIFICATION CARDS

M. 1. General

M. 1. a. An identification card identifies the bearer as a peace officer, an employee of the RCMP, or a person acting on behalf of the RCMP.

M. 1. b. An identification card remains the property of the RCMP and is to be surrendered upon termination of employment, or when so ordered.

M. 2. Identification Cards and Photographs

M. 2. a. An employee will be photographed in color and a new identification card issued:

1. at eight-year intervals from the date of engagement;
2. when a photograph is a poor likeness;
3. when an identification card is in poor condition;
4. if the employee has had a legal change of name;
5. upon appointment to officer rank/equivalent; or
6. upon promotion to C/Supt., D/Commr., or appointment to Commissioner.

M. 2. b. When having an identification card photograph taken, an employee or appointee will wear civilian clothing:

1. for a male, shirt and tie with a suit or a blazer/sport jacket with dress pants; and

2. for a female, a suit or a skirt and blouse.

M. 2. c. For the service file photograph:

1. An officer will wear blue serge jacket, medal ribbons, stripped Sam Browne and cloth cap.

2. A S/Cst. will wear a blue jacket and cloth cap, if provided.

3. An RM will wear scarlet tunic, stripped Sam Browne and felt hat.

4. A CM, PSE or other employee/appointee will wear civilian clothes.

M. 2. d. A newly enrolled cadet will have an identification card photograph taken after cadet training begins at "Depot" Division.

1. An identification card will be issued to the cadet just before successful completion of training at "Depot" Division.

M. 2. e. A supernumerary appointee will be photographed and issued an identification card. The card will be reissued annually upon reappointment.

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M. 3. **Issue and Control**

M. 3. a. **Divisional/Regional Administrative Services**

1. Record on form 3311 the issuance of all identification cards and subsequent receipt and destruction of expired/invalid identification cards.

2. Use registered mail, priority post, express post or internal mail when sending a blank identification card to an employee. Attach a copy of form C-2 to the envelope and request your mail room to return the C-2 with the confirmation that the envelope was delivered. Set a three-month diary date for receipt of the completed card. Follow up as necessary.

3. Upon receipt of the completed identification card and negatives from National Forensic Imaging:

1. Send the identification card and form 1208 to the employee using the mail service described in M.3.a.2. Diary date return of the old card for three weeks.

2. Retain the identification card photographic negatives and the service file photograph/negative on the employee's personnel file.

3. Destroy the old identification card, and certify its destruction on forms 1208 and 3311.

4. File form 1208 on the member's service file, and for a PSE, on his/her

personnel file.

M. 3. b. **Employee**

1. When you receive a blank identification card, complete the applicable portions and take it to the nearest Forensic Identification Section and have your photographs taken.

2. When you receive a new identification card with form 1208, sign form 1208 and return it with your old card to the Regional/Divisional Administrative Services using the mail service as outlined in M.3.a.2.

M. 3. c. **Forensic Identification Sec.**

1. Confirm the accuracy of the information on the identification card.

2. Photograph the employee/appointee as outlined in the IFIM.

3. Send the exposed film and the employee's identification card, as outlined in M.3.a.2., to:

   RCMP
   National Forensic Imaging
   Box 9755
   Ottawa, ON K1G 4A1

   1. Include on the completed form C-17 the number of rolls of film sent for processing, and list the enclosed identification card forms by employee number or supernumerary name, as the case may be.

M. 4. **Lost/Stolen ID Cards**

M. 4. a. An employee must report the loss or theft of an identification card immediately to the police agency having local jurisdiction, to ensure the loss or theft is entered on CPIC.

M. 4. b. A copy of the police occurrence report or, if a copy cannot be obtained, a memo outlining the circumstances, will be forwarded through channels to the Regional Departmental Security Section.

Amended 2009-05-28

ADMIN. MANUAL
APPENDIX XI-3-1
FRANÇAIS

SECURITY ZONES

1. **Public Access Zone**: area surrounding or forming part of a facility occupied by the RCMP to which the public may have access.

   a. It includes the grounds of the facility or the public corridors in a multi-tenant building.

   b. If warranted, basic criteria necessary to prove trespass should be established.

2. **Reception Zone**: area where the first contact is made with the public and initial point of access control, where:

   a. information may be provided or obtained,

   b. access to secure zones can be controlled, and

   c. access may be limited to specific times of day or for specific reasons.

3. **Operations Zone**: area where access should be limited to employees and visitors with a legitimate reason to be there, and which should be accessible through the reception zone.

4. **Security Zone**: area where access is controlled and continuously monitored.

   a. Personnel working in the area may control access.

   b. The area may be monitored by personnel, security staff or approved technical systems.

   c. A security zone should only be accessible through an operations zone, but it need not be separated by a secure perimeter.

5. **High Security Zone**: area that is monitored continuously and to which only authorized personnel have access.

   a. Personnel working in the area may control access.

   b. The area may be monitored by personnel, security staff or approved technical systems.

   c. If the threat analysis shows a need, a high-security zone must be designed to prevent forced entry, observation or eavesdropping.

Mass Casualty Commission Exhibit

d. High-security zones should only be accessible through security zones, but need not be separated by a secure perimeter.

NOTE: If signs are used to designate secure zones, they must include the name of the zone and meet the requirements of the Federal Identity Program.

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1. COMMUNICATION SERVICES

A. ORIGINATOR

A. 1. National Communication Services Directorate.

B. REFERENCES

B. 1. II.6. Official Languages.

B. 2. III.4. Manual System.

B. 3. III.6. Identity Program.

B. 4. III.7. Publications.

B. 5. III.8. Use of Official Languages on Electronic Networks.

B. 6. *Operational Manual*, Ch. II.16.

C. COMMISSIONER'S STANDING ORDERS

D. POLICY

D. 1. Guided by the *Communications Policy of the Government of Canada* (GoC), it is the policy of the RCMP communications community to:

D. 1. a. engage in annual strategic and operational planning exercises to ensure that communications activities at all levels continue to reflect and advance corporate plans and priorities;

D. 1. b. provide quality information to its audiences that is timely, accurate, clear, objective and that complements the RCMP's policies, programs, services and initiatives;

D. 1. c. ensure that communications products are accessible and available in both official languages as per the *Official Languages Act* and the *Official Languages Regulations*;

D. 1. d. ensure that the RCMP is visible, transparent, accountable, and accessible to the public and the audiences it serves;

D. 1. e. develop communications messages and products in both traditional and new media formats;

D. 1. f. continuously assess and evaluate communications needs and issues through two-way exchange of information with its audiences and its partners;

D. 1. g. actively seek out the interests, goals and priorities of its partners in order to develop strategies and plans that reflect their needs;

D. 1. h. deliver prompt, courteous and responsive service that is sensitive to the needs and concerns of the public and respectful of their rights and values;

D. 1. i. encourage business line managers and employees to communicate openly about their policies, procedures, programs, services and initiatives;

D. 1. j. safeguard the public's confidence and trust in the RCMP; and

D. 1. k. ensure that the RCMP works collaboratively with its government and public partners to achieve coherent, comprehensive and consistent communications to its audiences.

E. GENERAL

E. 1. Communication is central to the work and management of the RCMP and GoC, ensuring that audiences receive accurate information. Effective communication ensures that the views and interests of the public are reflected in the planning, implementation and evaluation of RCMP programs, policies, services and initiatives.

E. 2. The RCMP's communications team is made up of representatives at the national, regional, divisional and detachment levels. National Communication Services Directorate (NCSD) is made up of four operational groups: Strategic Communications, Media Relations, Corporate Communications, and Administration.

E. 3. The Director General (DG), National Communication Services Directorate is the head of communications for the RCMP and is responsible for the management of:

E. 3. a. communications advice and strategic planning;

E. 3. b. corporate identity;

E. 3. c. advertising, publishing, and marketing;

E. 3. d. media relations and event participation;

E. 3. e. RCMP web content; and

E. 3. f. horizontal communication issues and priorities that involve a number of government institutions as identified and coordinated by the Privy Council Office, and other communication activities such as public announcements.

E. 4. In concert with Strategic Policy and Planning, the DG, NCSD also manages environment analysis and public opinion research using a number of communication practices.

E. 5. Activities of the RCMP's communications staff, at National Headquarters and in regional offices, must conform to the requirements of the *GoC Communications Policy* regardless of reporting relationships or placement within organizational structures.

F. SERVICES AND PRODUCTS

F. 1. National Communication Services Directorate

F. 1. a. **General**

1. At National Headquarters, NCSD staff provide valuable advice and assistance in the development of policies and programs that enhance and promote RCMP services to the public, its roles and responsibilities and its commitment to strengthening partnerships.

F. 1. b. **Communications Advice and Strategic Planning**

1. Provide advice and direction on how management, business lines and employees can tell the RCMP story.

2. Issue management communications planning, tracking and media analyses.

3. Develop corporate marketing and strategic plans.

4. Provide advice on publishing and communication issues, trends and requirements.

5. Ensure all standards comply with GoC and RCMP identity, graphics, technical, content and language standards.

F. 1. c. **Communications Products and Services**

1. Provide communication plans and strategies, media-oriented products, including news releases, media advisories and backgrounders, media lines, questions and answers (Q&A), and media monitoring and analysis.

F. 1. d. **Corporate Publications and Multi-media Presentations**

1. Provide exhibits, web-based publishing, corporate brochures, and presentations, fact sheets, RCMP Gazette, and project management for business line/program print products.

F. 1. e. **Internal RCMP Communications**

1. Responsible for the Fast Facts, ePony, Pony Express, Commissioner's Broadcasts, Communications Resource Centre (CRC), and graphic and design services.

F. 1. f. **Communications Events and Activities**

1. Provide promotional efforts in public relations, marketing, special events, and news conferences.

F. 2. **Regional/Division Communication Advisors**

F. 2. a. Provide advice and assistance in the development of policies, programs and projects that enhance and promote RCMP services to the public, its roles and responsibilities and its commitment to strengthening partnerships.

F. 2. b. Provide many of the same services and products available from NCSD, e.g. news

letters, web-based publishing, media-oriented products, project management for print products and special events.

G. EFFECTIVE COMMUNICATIONS

G. 1. To be most effective, communications specialists must be included at the onset of initiatives as they help generate some of the strategic tools necessary to bring form and function to programs, establish the best means to deliver core messages and provide useful advice and assistance on evaluating the success of initiatives.

G. 2. Service level agreements (SLAs) have been put in place at the national level to clarify roles and responsibilities of NCSD communications advisors and their business line clients, and to define service level expectation.

G. 3. The NCSD has formal processes in place for the sharing of best practices, such as the GoC DG of Communications' monthly meetings, DG of Communications' National Public Security meetings, and bilateral or interdepartmental communications coordinating committee meetings that take place as required. Directorate employees also sit on interdepartmental committees such as the Communications Community Office's (CCO), IS Competency Profiles Working Group, the CCO's Human Resources Working Group, and CCO's Media Relations Community of Practice.

H. STRATEGIC PARTNERSHIPS

H. 1. Collaboration between government agencies and strategic partners is key to better serving RCMP audiences, and providing timely, consistent, comprehensive and relevant information to the public.

H. 2. The NCSD works with the Solicitor General Canada, Canadian Security Intelligence Service, Correctional Service Canada, and the National Parole Board to help ensure that Canada and Canadians remain safe and secure.

H. 3. The NCSD also works with central agencies such as the Privy Council Office which has a central role in the coordination and management of GoC communications as determined by the Prime Minister's Office, Cabinet, and Treasury Board of Canada, which is responsible for general administrative policy, in accordance with the *Financial Administration Act* and *GoC Communications Policy*.

H. 4. The NCSD works with other federal partners to manage the delivery of shared/parallel services at regional, national and international levels. Some of these partners include: Department of Justice Canada; Citizenship and Immigration Canada (MOU with a communications component); National Defence; Department of Foreign Affairs and International Trade; Transport Canada; and Canada Customs and Revenue Agency.

H. 5. The NCSD also collaborates with communicators of external partners, other law-enforcement organizations, the Canadian Association of Chiefs of Police, the Canadian Police Association, the International Association of Chiefs of Police and Interpol.

New Chapter 2003-11-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. XIII.2. Identity Program

Directive Amended: 2015-12-03

For information regarding this policy, contact Creative Services and Publications, National Communication Services, at [redacted]

1. Policy
2. General
3. Corporate Identification
4. Commercial/Recreational Use
5. Business Cards
6. Vehicles
7. Audit/Reporting

---

1. Policy

1. 1. The Executive Director, Public Affairs, is responsible for approving the creation or alteration of RCMP corporate identity symbols and standards.

1. 2. The Executive Director, Public Affairs, is responsible for managing the commercial use of RCMP identity through sponsorship, the Licensing Program, and the Intellectual Property Office.

2. General

2. 1. The purpose of the RCMP Identity Program is to:

2. 1. 1. project a positive and uniform corporate image;

2. 1. 2. enable the public to clearly recognize RCMP facilities, services, and activities;

2. 1. 3. ensure effective management of RCMP identity by promoting good management practices in the field of corporate identity and information design;

2. 1. 4. achieve cost savings through standardization of design;

2. 1. 5. establish guidelines for the commercial use of the RCMP's corporate identity; and

2. 1. 6. reflect the equal status of the two official languages. See ch. II.6.

3. Corporate Identification

3. 1. General

3. 1. 1. The RCMP's functions, duties, services, programs, facilities, vehicles, vessels, aircraft, uniforms, stationery, publications, and promotional items, will be identified in accordance with this chapter.

3. 1. 1. 1. All RCMP units, unless specifically exempted, must manage the corporate identity as outlined in this chapter.

3. 1. 1. 2. Individual unit identifiers, e.g. images and symbols, are not permitted.

3. 1. 2. The corporate signature and "Canada" wordmark are applied whenever an official activity of the RCMP is to be made known in Canada or abroad. This includes the identification of products, materiel, and real property. In addition to those outlined in sec. 3.1.1., the fields of application include forms, advertising, audiovisual productions, and expositions. See also sec. 3.8.

3. 1. 3. For assistance in the use of corporate identification on forms, contact your divisional Forms and Directives Reviewer.

3. 2. Corporate Symbol

3. 2. 1. The RCMP Regimental Badge, also known as the Crest, is the corporate symbol of the RCMP. It may be computer applied, e.g. scanned, but not computer created, generated, redrafted, or altered.

3. 2. 2. The Regimental Badge is:

3. 2. 2. 1. authorized by Order in Council P.C. 174/1981 of 1945-03-24;

3. 2. 2. 2. protected under the *RCMP Act*, sec. 49.(1) and the *Trade-marks Act*, sec. 9; and

3. 2. 2. 3. registered with the College of Arms, London, England.

3. 2. 3. The Regimental Badge cannot be used as a part of another logo or design. It cannot be defaced or obscured in any way, e.g. as a watermark covered by text.

3. 3. Corporate Title

3. 3. 1. The RCMP corporate title is Royal Canadian Mounted Police/Gendarmerie royale du Canada, and RCMP/GRC.

3. 4. Corporate Signature

3. 4. 1. The combination of the Regimental Badge and corporate title forms the corporate signature.

3. 4. 2. The established relationship between the badge and the title may not be individually created or altered. See the National Communication Services (NCS) Graphics Standards and Communications Guidelines Handbook.

3. 4. 3. For information about the availability of the corporate signature in electronic format, e.g. jpeg or vector files, contact the Production Manager, Creative Services and Publications.

3. 5. Corporate Colours

3. 5. 1. The original corporate colours Red: Pantone warm red, or PMS 032; Blue: PMS 287; and Yellow: PMS 108, are being phased out and will be replaced by the new Common Look and Feel (CLF) colours. The new colours are: PMS 1797 (red), PMS 287 (blue-unchanged) and PMS 116 (yellow).

3. 5. 2. The original corporate colours will continue to apply to signage and vehicle markings.

3. 6. Other RCMP Images or Symbols

3. 6. 1. The Executive Director, Public Affairs, must approve any other image or symbol used in addition to, or in place of, the corporate signature to identify the RCMP, its programs, and services.

3. 6. 2. The symbols representing the following programs, grandfathered under the old version of the Federal Identity Program (prior to 1998), are approved for use:

3. 6. 2. 1. Interpol,

3. 6. 2. 2. Criminal Intelligence Service Canada (CISC),

3. 6. 2. 3. Canadian Police Information Centre (CPIC),

3. 6. 2. 4. Canadian Police College (CPC),

3. 6. 2. 5. National Missing Children Services,

3. 6. 2. 6. Coastal Watch, and

3. 6. 2. 7. Musical Ride, fused MP.

3. 7. RCMP Common Look and Feel

3. 7. 1. The RCMP Common Look and Feel (CLF) for corporate communications products, introduced in 2003 under the Government of Canada's CLF requirement, modified the interaction of the three corporate colors and changed the PMS yellow and red for richer, less primary hues. For a more detailed description of the RCMP CLF, see the NCS Graphics Standards and Communications Guidelines Handbook.

3. 7. 2. The Pantone colours being used in the RCMP CLF are PMS 1797 (red), PMS 287 (blue) and PMS 116 (yellow). The CLF can also be used in two ink colours, red and black, and blue and black, as well as all black using different screen densities to achieve the design.

3. 7. 3. The RCMP CLF has been applied to the following items: the RCMP corporate internet site, InfoWeb, slide presentations, brochures, pop-up displays, roll-up displays, report covers, fact sheets, bookmarks, and corporate kit folders.

3. 7. 3. 1. The corporate brochure and the corporate kit folder are all available through the RCMP Retail Forms Catalogue.

3. 7. 3. 2. Templates for report covers, fact sheets, and slide presentations can be downloaded from the Communication Resources page on InfoWeb.

3. 8. "Canada" Wordmark

3. 8. 1. The "Canada" wordmark is the corporate symbol of the Government of Canada. It must appear on all material, electronic media, and printed products. See sec. 3.1.1. and 3.1.2.

3. 9. Joint Sponsorship

3. 9. 1. For programs involving the RCMP and other levels of government and private institutions, a contract or agreement must outline the terms for joint identification of contributors or sponsors. See also App. X-3-20 and the National Sponsorship Program.

3. 9. 2. The Executive Director, Public Affairs, must approve sponsorship contracts.

3. 9. 2. 1. In reviewing the contract or agreement, the Executive Director, Public Affairs/delegate will ensure its compatibility with the Government of Canada and the RCMP's communications goals.

4. Commercial/Recreational Use

4. 1. Commercial Advertising

4. 1. 1. The Executive Director, Public Affairs, is responsible for the RCMP Licensing Program and the RCMP Intellectual Property Office (IPO).

4. 1. 2. The RCMP's corporate signature, symbols, or images may not be used as, or part of, a trademark or logo, or to endorse a product or service.

EXCEPTIONS: The RCMP's corporate signature, symbols, or images may be used for advertising in the following instances:

1. Canada and Canadian tourism;
2. a book, newspaper, magazine article, or television show/documentary about the RCMP;
3. a product that has been invented or tested by the RCMP;
4. a public safety or crime-prevention message;
5. an officially licensed RCMP souvenir/promotional item by the RCMP Foundation in support of the Licensing Program; and
6. a performance of the Musical Ride.

4. 2. Promotional Items

4. 2. 1. The RCMP symbols or images may be used on a promotional item for sale if the product is produced by a licensed manufacturer of the RCMP Licensing Program and the symbol or image:

4. 2. 1. 1. is of a permanent nature, e.g. decorative biscuit tins, souvenirs;

4. 2. 1. 2. is not for the purpose of advertisement;

4. 2. 1. 3. is in good taste;

4. 2. 1. 4. carries no implication that the RCMP endorses or used the product; and

4. 2. 1. 5. is appropriate for a law-enforcement organization, e.g. no alcohol, tobacco or illegal products.

4. 2. 2. The names of licensed manufacturers are available from Public Affairs, Strategic Partnership and Heritage Branch.

4. 3. Sale of Items

4. 3. 1. Licensed articles that display RCMP symbols or images may be sold through RCMP facilities and private retail outlets.

5. Business Cards

5. 1. General

5. 1. 1. The authorized business card for RCMP employees is overprinted on Form 1035, available to commercial printers only. Currently, the face bears the RCMP signature, three corporate stripes in the original corporate colours, horse and rider symbol, and the "Canada" wordmark. Form 1035 will be revised to reflect the new Common Look and Feel design.

5. 1. 1. 1. The card must display both official languages. A third language may be displayed on the obverse. Braille may be substituted where such services are warranted.

5. 1. 1. 2. Form 1035 must be used when a large quantity of cards is required, e.g. box printing of 200 or more cards unless another approved symbol is chosen.

5. 1. 1. 3. Business cards can have the following choice of symbols or titles plus the "Canada" wordmark:

5. 1. 1. 3. 1. Department of Justice,

5. 1. 1. 3. 2. Criminal Intelligence Service Canada (CISC),

5. 1. 1. 3. 3. Interpol,

5. 1. 1. 3. 4. Canadian Police College (CPC),

5. 1. 1. 3. 5. Canadian Police Information Centre (CPIC),

5. 1. 1. 3. 6. Missing Children (image in B and W on obverse), or

5. 1. 1. 3. 7. Gold Regimental Badge.

5. 1. 2. Gold cards are available only to Chief Superintendents and EX-02 level and above. Printing will be flat lithographic only.

5. 1. 3. Braille may be added to any card.

5. 1. 4. The RCMP Business Cards, Form 3791, is the equivalent of Form 1035 but may be used only when a limited number of business cards are required.

5. 2. Types of Cards

5. 2. 1. The type "A" card is printed on the face only with the three corporate colours. Overprinted on Form 1035, the following text specifications apply:

5. 2. 1. 1. The employee's name is set in Arial bold, upper case and lower case, 10 pt.

5. 2. 1. 2. The body text is set in Arial medium, upper case and lower case, 6 or 7 pt.

5. 2. 1. 3. Telephone, fax, and e-mail address are set in Arial medium, 7 pt.

5. 2. 2. The Type "B" card has the three corporate colours printed on the face and the obverse. The face includes all information in one of the official languages, and the obverse of the card includes the same information in the other official language. This type of card would be used when a third language is required. In this case, English and French would appear on the face of the card, with the third language appearing on the obverse.

5. 2. 2. 1. A third language would only be supplied to support position duties, i.e. Liaison Officer.

5. 2. 3. For business card overprinted on Form 3791, text specifications are preset. This Form is a printer-fed sheet often perforated cards. Only one or two sheets should be fed through the printer at a time. Printing on the obverse is not recommended because the sheets tend to smudge and jam when run through a printer a second time.

5. 2. 4. The type "C" card is any blank business card that is devoid of RCMP identity or government markings and used by members on plainclothes duty.

5. 3. Procurement

5. 3. 1. When ordering Type "A" or "B" business cards, complete Request for Business/Calling Cards, Form 1758, have it signed by your manager, and submit it to your Corporate Management Branch.

6. Vehicles

6. 1. RCMP marked vehicles are to be decaled according to standard vehicle packages.

6. 2. To recognize specific RCMP clients, additional vehicle markings may be added. For consistency, additional markings and messages will be limited to the place name for the contract partner and the official crest of the municipal, provincial/territorial, Aboriginal/First Nations, or district partner. The names of provinces/territories must appear in both official languages where different language versions exist, e.g. New Brunswick/Nouveau Brunswick.

6. 3. The lettering will be centered on the rear passenger doors above the Corporate Stripe centered between the stripe and the window base. The lettering size is to a maximum of 5 cm in height. The colour is the standard corporate blue (PMS 287) and the font Arial Bold. The material will conform to the current standard for the Corporate Stripe package.

6. 4. If the partner's official crest or logo is used, it must be centered on the rear-roof pillar above the body lines, unless it interferes with the current position of the 911 logo. If the latter applies, it is to be centered on the rear-quarter panel, above the rear wheel, between the wheel well, and the base of the 911 logo. The crest must never be placed within 5 cm of the 911 logo.

6. 4. 1. The official crest or logo of the contract partner cannot exceed 15 cm in diameter. This measurement will fit on the rear pillar of Chevrolet and Ford vehicles and cannot be visually larger than the 911 logo.

6. 5. No other logo or wording is permitted on RCMP vehicles.

7. Audit/Reporting

7. 1. General

7. 1. 1. National Communication Services monitors the RCMP Identity Program through reports from internal audits and by liaising with all RCMP units.

7. 1. 2. For matters concerning the RCMP Identity Program, contact the Regional/Divisional Communications Advisor, or National Headquarters, ATTN: Director, Creative Services and Publications.

7. 1. 3. Inform the Director, Creative Services and Publications, of all detected contraventions of RCMP Identity Program standards.

7. 2. Licensing and Intellectual Property Programs

7. 2. 1. Requests for authorization to use RCMP symbols commercially or in sponsorship agreements must be made to National Headquarters, ATTN: Executive Director, Public Affairs.

7. 2. 2. For any contraventions of the Licensing Program or any unauthorized commercial use of the RCMP's image, inform the Executive Director, Public Affairs.

References

- ch. III.3., Forms
- RCMP Foundation Master License Agreement
- Treasury Board of Canada Secretariat, Communications Policy of the Government of Canada
- Treasury Board of Canada Secretariat, Federal Identity Program Policy and Manual
- Treasury Board of Canada Secretariat, Government Communications, Procedures for Publishing

Date Modified: 2015-12-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AM - ch. XIII.5. Intranet/Internet

Directive Amended: 2012-02-15

For information regarding this policy, contact Creative Services and Publications, National Communication Services Irrelevant

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Intranet
6. Internet
7. Web Management
8. Internet Domain Names

---

1. Policy

1. 1. The use of RCMP computers to access Intranet/Internet websites constitutes consent to RCMP monitoring of use, transmissions and retrieved data. See IM App. III-1-2.

1. 2. Intranet/Internet websites include all RCMP corporate sites/pages/groups found on social networking websites, e.g. Facebook, Twitter, YouTube.

1. 3. The Intranet/Internet, including the e-mail system, will be used for RCMP business only.

1. 4. RCMP employees will not access, send, receive, or display offensive or improper information on the Intranet/Internet.

1. 4. 1. Employees who breach Intranet/Internet directives are liable and will face consequences up to and including dismissal from employment.

1. 5. All RCMP websites must conform to RCMP and Treasury Board of Canada Secretariat (TBS) Common Look and Feel (CLF) 2.0 Standards and Guidelines for the Internet.

1. 6. RCMP website creation requires the written approval of the Director General, National Communication Services (NCS).

2. Definitions

2. 1. **Social networking sites** means any website that enables users to create public profiles within that website and to form relationships with other users of the same website who access their profile.

2. 2. **Social networking** means the act of interacting with others in a social online environment using the Internet.

2. 2. 1. This includes the posting or placing on the Internet of any images, e.g. pictures, drawings, photographs, written articles, audio/video recordings, e-mail and/or text posts.

NOTE: For conduct in the use of social networking, see XII.18.

3. General

3. 1. RCMP Internet, Intranet and Extranet websites must comply with the TBS CLF 2.0 Internet standards.

3. 1. 1. A website that does not comply with the TBS CLF 2.0 may be removed from the server.

3. 2. Client side technologies, e.g. Javascript, Flash and server side scripting code, e.g. PHP, Java of any type or size, must not be posted on the Intranet or Internet without prior approval from New Media, NCS.

3. 3. The RCMP electronic networks may be monitored for traffic, e.g. to assess system or network performance, protect government resources or ensure compliance with government policies.

3. 4. The RCMP electronic communications can be monitored without notice only where there are reasonable grounds to suspect unlawful or unacceptable activity. See sec. 1.1.

3. 4. 1. Reports of monitored activity will only be generated with the prior approval of the Departmental Security Officer.

3. 5. Pursuant to TBS, Policy on the Use of Electronic Networks:

3. 5. 1. The following non-exhaustive list explains the types of criminal or unlawful activities not permitted on electronic networks:

3. 5. 1. 1. child pornography, copyright, destroying or altering data without authorization, disclosing sensitive information without authorization, privacy infractions, defamation, hacking and other crimes related to computer security; harassment, hate propaganda,

interception of private communications or electronic mail (in transit), obscenity, and various other offences, e.g. fraud, extortion, blackmail, bribery, illegal gambling, and dealing in illegal drugs.

3. 5. 2. The following describes unacceptable activities relating to access or download of sites or files, or sending or receiving electronic mail messages or other types of communications:

3. 5. 2. 1. documents or messages that incite hatred against identifiable groups contained in personal messages (the CC prohibits incitement of hatred against identifiable groups in public conversations); and

3. 5. 2. 2. documents or messages whose main focus is pornography, nudity and sexual acts (authorized individuals may access such information for valid work-related purposes, and may visit sites whose main focus is serious discussions of sexual education and sexual orientation issues).

> NOTE: Visits to Internet websites and electronic mail messages often leave records identifying the computer from which the visit or message originated.

3. 6. All data, information and software downloaded through the Intranet/Internet must be virus checked and are subject to copyright licenses and laws. See also IM App. III-1-2.

3. 7. The *Official Languages Act* applies to the use of official languages on the Intranet/Internet. For information on official languages for electronic networks, see III.8., TBS Directive on the Use of Official Languages on Web Sites, and Directive on the Use of Official Languages in Electronic Communications.

3. 8. If the Intranet/Internet document is an original, it must be placed in an official RCMP record and the record number identified on the Intranet/Internet document.

3. 9. Backup tapes for all RCMP websites must be retained for three months.

3. 10. Only the RCMP Internet Explorer custom browser will be supported.

3. 11. Federal departmental information systems connected to the Internet contain personal information. All non-sensitive personal information can be released under the *Access to Information Act*, Sec. 19.

3. 12. The Federal Identity Program Policy stipulates that all Government of Canada sites must be identified as such. See Graphics Standards and Communications Guidelines.

4. Roles and Responsibilities

4. 1. Applications Development Branch, Chief Information Officer (CIO) Sector, is responsible for the development of national web-based applications for the RCMP.

4. 2. National Communication Services (NCS) is the content manager for the Intranet/Internet and is responsible for:

4. 2. 1. developing RCMP web policies and standards,

4. 2. 2. developing and maintaining Infoweb publishing groups, and

4. 2. 3. administering all the RCMP domain names.

4. 3. Operations Branch, CIO Sector, is responsible for providing Intranet quality control for national applications and providing user access to the Intranet.

4. 4. Infrastructure Engineering and Development, CIO Sector, is the technical webmaster for the Intranet and is responsible for providing information related to technical matters.

4. 5. Web publishers are responsible for:

4. 5. 1. applying TBS and RCMP web publishing policies and standards to web content;

4. 5. 2. liaising with web content owners in consultation with the communication strategist responsible for the web to ensure content is reviewed regularly;

4. 5. 3. identifying possible cross-linkages from their web content to other areas of the RCMP web;

4. 5. 4. ensuring appropriate record-keeping practices are followed for their web content;

4. 5. 5. removing files that are no longer relevant to web users;

4. 5. 6. scanning web documents for viruses before posting; and

4. 5. 7. ensuring graphics are optimized for the web and used appropriately.

4. 6. Web content providers are responsible for:

4. 6. 1. ensuring their content and links are accurate and relevant;

4. 6. 2. providing metadata in compliance with RCMP web standards;

4. 6. 3. respecting copyright and security restrictions;

4. 6. 4. ensuring their content is available in both official languages when required under official languages policy;

4. 6. 5. ensuring their content is not duplicated on other sites;

4. 6. 6. ensuring appropriate records of original documents are kept; and

4. 6. 7. responding to inquiries about content.

5. Intranet

5. 1. General

5. 1. 1. Information posted on the Intranet must not be designated above Protected "A".

5. 1. 2. Web content must be related to official RCMP business.

5. 1. 3. New or revised policies and procedures must be published in the official RCMP manual system before being announced. See III.4.1.1.

NOTE: Policies and procedures cannot be reproduced on other websites.

5. 1. 4. Video files must not be posted on the Intranet without prior approval from New Media, NCS.

5. 1. 5. Any information posted on the Intranet may be accessible under the provisions of the *Access to Information Act* and *Privacy Act*.

5. 1. 6. Authors are responsible for ensuring their web content complies with the Treasury Board polices on Electronic Publishing, Official Languages, Federal Identity Program, Duty to Accommodate, and Employment Equity.

6. Internet

6. 1. General

6. 1. 1. The RCMP Internet website will be used for general purpose information only and not for the transmission of classified or protected information.

EXCEPTION: Classified and protected information protected by methods approved by Infrastructure Engineering and Development and Departmental Security Branch.

6. 1. 2. Any information posted to the Internet may be accessible under the provisions of the *Access to Information Act* and the *Privacy Act*.

6. 1. 3. Audio and video streaming and downloading software are not permitted without the approval of the CIO Sector.

6. 2. Access

6. 2. 1. All members, PSEs and municipal employees will be automatically granted access to the Internet with approval of their Intranet accounts.

6. 2. 1. 1. For a contractor, consultant or casual employee, the line officer's approval must be sent by e-mail to NINFOWEB.

NOTE: Inappropriate use of the Internet on RCMP computers will result in the withdrawal of the service.

7. Web Management

7. 1. Site Management

7. 1. 1. A new website or substantive changes to an existing site must be made in consultation with, and approval of, the program regional or divisional communications strategist responsible for the web to ensure compliance with communications policy, CLF 2.0 standards, and Government of Canada electronic publishing procedures as outlined in sec. 5.1.6.

7. 1. 2. Only RCMP employees will be granted publishing access to the RCMP Internet and Intranet sites.

7. 2. Content

7. 2. 1. Content will be developed in accordance with the Communications Policy of the Government of Canada, RCMP policies and programs and when applicable, include local information relating to RCMP strategic priorities and initiatives.

7. 2. 2. Information already available on other sites must not be duplicated but rather linked electronically.

7. 2. 3. Only active and relevant files may be housed on the web servers. All other files must be removed.

7. 3. Official Languages

7. 3. 1. Do not modify documents that originate with an entity not subject to the *Official Languages Act*. This does not include applying electronic adjustment for the purpose of posting to the web, e.g. conversion of a WordPerfect document to HTML.

7. 3. 2. Where content is included on an RCMP site from an entity not subject to the *Official Languages Act*, use a disclaimer such as:

"The following text/site originates from an organization not subject to the *Official Languages Act* and is presented in the language of origin."

7. 4. Graphics

7. 4. 1. As outlined in ch. XIII.2., only government-approved or RCMP-approved logos and identifiers may be used on websites. For the list of RCMP-approved logos, see XIII.2.3.6.2.

7. 4. 2. Before publishing a photo, obtain signatures on Form 3796 of each individual identifiable in the photograph. This applies to both RCMP and non-RCMP individuals.

7. 4. 3. RCMP Internet, Intranet and Extranet websites will conform to RCMP standards outlined in the Graphics Standards and Communications Guidelines.

7. 5. External Web Developers/Collaborative Arrangements

7. 5. 1. Examples of websites that are considered collaborative arrangements are integrated unit websites and community websites to which the RCMP actively contributes. Websites created for these arrangements must respect the policy outlined in sec. 24, Communications Policy of the Government of Canada.

7. 5. 2. Before participating in or taking a lead role in the creation and maintenance of a website for a collaborative agreement, the manager responsible must consult with the web communication strategist in his/her division/directorate.

7. 5. 3. Contracts and agreements with external web developers must stipulate that elements created on the RCMP's behalf for an RCMP website are owned by the RCMP and cannot be copyrighted by the developer or used elsewhere without written permission from the RCMP Intellectual Property Office.

EXCEPTION: Generic source code.

7. 5. 3. 1. Websites developed for the RCMP by external web developers must comply with the same standards and directives that apply to sites developed by RCMP employees.

7. 5. 4. Content owned by the RCMP included in a collaborative arrangement website must comply with all applicable TBS and RCMP directives, e.g. official languages, accessibility, federal identity.

7. 5. 5. Programs, units and detachments that enter into collaborative arrangements are responsible for ensuring their content is accurate, up-to-date and relevant.

7. 5. 5. 1. Content, including text and images, may include unique information about the program, unit or detachment not already available on RCMP websites, e.g. RCMP/detachment best practices, recognition of member service excellence, stories profiling the good work of the detachment, proactive locally-developed programs.

7. 5. 5. 2. Permission to reproduce content already published on RCMP websites requires written permission from the RCMP Intellectual Property Office. External webmasters are permitted to link to general information available on RCMP websites.

8. Internet Domain Names

8. 1. Internet domain names owned by the RCMP must be procured and managed through New Media, NCS.

8. 1. 1. Requests for domain names can be made through the Groupwise account WEB.

8. 2. The program, detachment or division name will only be added to the right of the institutional domain name, e.g. http://rcmp-grc.gc.ca/program/. It will not be part of the domain name.

8. 3. The RCMP's DNS server must be listed as the primary and secondary nameservers for all RCMP-owned domain names.

8. 3. 1. The Manager, New Media must be listed as the administrative contact and the Manager, Operations Support and Analysis must be listed as the technical contact.

8. 4. Internet domain names must be registered in both official languages or be language neutral.

References

- Government Security Policy

Date Modified: 2012-02-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. XIII.6. Publications and Multimedia

Directive Amended: 2015-12-03

For information regarding this policy, contact Creative Services and Publications, National Communication Services, Irrelevant

1. General
2. RCMP Publications
3. External Publications Sponsored by the RCMP

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1. General

For the purpose of this chapter, "publication" means the production of material that has been selected or commissioned, edited, and arranged for publishing, printing, promotion, and distribution primarily aimed at an external audience or to provide corporate information to an internal RCMP audience.

1. 1. 1. Publication includes the acceptance of financial, literary, artistic, and professional responsibility.

1. 2. Publications include books, guides, bulletins, periodicals, reports, pamphlets, photographs, graphic materials, video and video clips, audio tapes, dynamic CD-ROMs, drawings, exhibits, and any other material used, distributed, or displayed by or through a unit within the RCMP for:

1. 2. 1. RCMP employees,

1. 2. 2. the general public, and

1. 2. 3. other police or government departments/agencies.

1. 3. All RCMP publications must respect the Communications Policy of the Government of Canada and the acts that govern it.

1. 4. For publication of RCMP Policies and Procedures, see ch. III.4.

1. 5. For publication of national e-mail broadcasts, see ch. III.2.

1. 6. All photographs to be published in print or multimedia that include members in uniform, must be approved by the C/S/M or regional S/M.

1. 6. 1. Photos for publication must be accompanied by a completed Model Release Agreement Films - Photos - Videos, Form 3796. This applies to RCMP employees and members of the general public.

1. 7. For more detailed information on RCMP publishing practices, see the National Communication Services (NCS) Standard Operating Procedures.

2. RCMP Publications

2. 1. To develop a new publication, consult with your regional/divisional or business line communication strategist. Once the strategist has analyzed your requirements and determined a publication is the most cost-effective communication vehicle, the publication must be approved by the CO/DG and the DG, NCS/delegate.

2. 2. Planning for a publication must include a budget, identification of target audiences, and a distribution plan.

2. 3. The originator is responsible for supplying written information or descriptive data, and funding the publication.

2. 4. The Director, Creative Services and Publications, NCS, must be contacted regarding the production of a publication to ensure that all externally distributed publications follow the RCMP and Government of Canada publishing policies, guidelines, and processes, including:

2. 4. 1. opening an official publication file;

2. 4. 2. adherence to the Federal Identity Program and the Official Languages Act;

2. 4. 3. providing electronic and hard copies of all publications, in all available formats, editions, and language versions to the Legal Deposit Unit, Library and Archives Canada;

2. 4. 4. providing electronic copies in portable formats only of all publications in all language versions to the Publishing and Depository Services Directorate, Public Works and Government Services Canada;

2. 4. 5. notification of copyright, e.g. Her Majesty the Queen in Right of Canada, (insert year);

2. 4. 6. inclusion of bibliographic identifiers (ISBN, ISSN); and

2. 4. 7. ensuring publications are available in different formats to accommodate persons with disabilities.

2. 5. All publications must have the RCMP signature and the "Canada" wordmark in a prominent place. See ch. XIII.2., sec. 3.

2. 6. The publication design must also include the RCMP Common Look and Feel (CLF) element displayed in a prominent position, unless the publication is exempted by a partnering or collaborative arrangement.

2. 6. 1. The CLF presents a consistent look to RCMP publications so that they can be easily recognized by the public. It reinforces the RCMP's visual identity by using text and graphic elements in a consistent way across various communication mediums and products.

2. 7. With the exception of classified publications, all publications and printed material having national application and ongoing use:

2. 7. 1. receive a catalogue number and are stocked by ePRINTit; and

2. 7. 2. are listed in the RCMP Retail Products Catalogue (may be ordered directly from ePRINTit).

2. 8. If hard copies are produced, seven copies must be sent to National Headquarters; ATTN: Production Manager, Creative Services and Publications, NCS, for distribution as required by law, cataloguing, and filing.

3. External Publications Sponsored by the RCMP

3. 1. Any external publication in which a program is sponsored in whole or in part by the RCMP, e.g. Hug-a-Tree, Straight Facts about Drugs, and in which the RCMP identity is displayed, must be recommended by the CO/DG and approved by the Executive Director, Public Affairs.

3. 2. Approval must be obtained for any proposed publications to be produced, co-produced, or funded by an individual, agency, or organization when there is an inference that the RCMP concurs with or endorses the contents.

References

- *Copyright Act*
- Treasury Board of Canada Secretariat, Procedures for Publishing

Date Modified: 2015-12-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - ch. XIV.1. Health Care Entitlements and Benefits Programs

AM XIV.1. - Bulletins

Directive Amended: 2015-07-30

For information regarding this policy, contact Occupational Health and Safety Branch at Irrelevant

1. General
2. Eligibility
3. Basic Health Care Entitlements
4. Supplemental Health Care Benefits
5. Occupational Health Care Benefits
6. Health Coverage Outside Canada
7. Travel for Health Care Treatment
8. Isolated Posts

App. XIV-1-1 Definitions

App. XIV-1-2 Supplemental Health Care Benefits

App. XIV-1-3 Occupational Health Care Benefits

App. XIV-1-4 Dental Plan - Appeal Process

1. General

1. 1. Pursuant to sec. 43.(1), 43.(2), 44.(1), and 44.(2), *RCMP Regulations*, the following constitutes the Commr.'s approved directives pertaining to Medical and Dental Treatment Programs for an RM, S/Cst. member, or CM who is injured in the performance of his/her

duties, to the extent that the treatment is not covered by a publicly funded provincial/territorial health care plan, nor the transitional medical entitlements for an RM/S/Cst. member who is discharged from the RCMP.

NOTE: Civilian members can apply for their supplemental benefits through the Public Service Health Care Plan (PSHCP). When it is confirmed that a CM has suffered an injury or illness as a result of a work-related accident or incident, these types of benefits may be approved at RCMP expense under Occupational Health Care (OHC). See sec. 2.3. to 2.5.

1. 1. 1. For members posted in Canada, within the limits prescribed in this chapter, eligible members will be provided health care in Canada at RCMP expense, excluding basic health care (BHC), by a qualified health care provider of their choice other than in extreme circumstances.

1. 2. The CO/delegate has financial authority to approve treatment and services and the Health Services Officer (HSO)/medical delegate holds authority for medical pre-authorization of treatment and services as outlined in this chapter.

1. 2. 1. The DG, Occupational Health and Safety Branch (OHSB)/delegate, may approve health services or treatments not normally covered as recommended by the Dir., Occupational Health Services, if standard treatment is insufficient to treat a serious condition that could be life-threatening to the member.

1. 3. Members are expected to play a responsible role in partnering with the RCMP in maintaining and protecting their health.

1. 4. Payment will not be made for treatments or therapies not covered in this chapter if the DG, OHSB/delegate, on the advice of the Dir., Occupational Health Services/delegate, deems them to be: controversial, not evidence-based, or provided for cosmetic purposes. For work injury exception, see App. XIV-1-3.

1. 5. The RCMP will not pay for any medical/dental treatment/service for which the member agrees to be reimbursed by a third party.

1. 6. The member will be responsible for the following charges: any examination or service not related to treating or preventing illness, e.g. expert assessments for court, child custody, non-work-related forms, guarantor for passports, consultation by telecommunication or by correspondence, or the cost of delivery services.

EXCEPTION: A fee charged for missed appointments will only be reimbursed upon receipt of a written explanation acceptable to the CO/delegate.

1. 7. Health services not covered in this chapter are not payable from Health Services budgets.

1. 8. A member will be responsible for fees not payable by the RCMP.

1. 9. Eligible members will receive the services outlined in this chapter from a licensed practitioner acceptable to the RCMP.

1. 9. 1. The DG, OHSB/delegate, may authorize special treatment outside Canada if it is not available in Canada.

1. 9. 2. Application can be made through the HSO and forwarded to the CO/delegate, who will forward recommended cases to the DG, OHSB.

1. 10. If an eligible member is injured or becomes ill and incurs sizeable medical expenses with respect to his/her health, the member may contact the divisional Occupational Health and Safety Services (OHSS) office manager to confirm payment options. For a temporary accountable advance, see FMM ch. 3.12.

1. 11. A referral from a licensed physician is valid for 12 months from the date of issue.

1. 12. The rates paid and all treatment or services must conform to the limitations and conditions, outlined in the RCMP Benefits Grid unless there is an approval by the DG, OHSB, for treatment on an exceptional basis. See sec. 1.2.1.

1. 12. 1. For specific information about the RCMP Benefits Grid, eligible members should contact their divisional OHSS office. Expenses not reimbursed by the RCMP will be the responsibility of the member.

1. 13. A member must use his/her provincial/territorial health card for BHC.

1. 13. 1. If OHC is required due to a workplace injury or illness, the health claims administrator card must be used.

1. 13. 1. 1. The RCMP will be responsible for the OHC costs once the determination has been made that these costs are linked to a workplace injury or illness.

1. 13. 1. 2. If it is determined the costs were not linked to a workplace injury or illness, the claim will be returned to the province/territory for payment. It should be noted that in such a case, the member will be responsible for any costs which are not covered by the province/territory under his/her respective BHC coverage.

1. 13. 2. A member must use the health claims administrator card for Supplemental Health Care (SHC) benefits and OHC once a determination has been made by the RCMP that OHC is necessary and with an approved treatment plan or program.

NOTE: If the health claims administrator card is not accepted by the provider, the member should either go to a different provider or pay for the service and submit the medical claim to the divisional OHSS office using Expense Claim or International Expense Claim, Form 1393. For dental expenses, the member must submit the standard dental claim form directly to the health claims administrator.

1. 13. 3. When making a medical or dental expense claim on Form 1393, each submission must also include a detailed receipt for the goods or services obtained including a Drug Identification Number (DIN) if applicable, and when specified, the pre-authorization number obtained from the divisional OHSS office.

1. 14. Periodically, the health claims administrator will send out post-treatment audit enquiries to confirm that a service or treatment has been received as billed. Upon receipt, members are requested to respond immediately.

1. 15. The RCMP does not endorse Coordination of Benefits, i.e. a dental benefit that is not covered under a spouse's plan cannot be claimed against the RCMP plan.

1. 16. Travel and transportation expenses will be submitted in accordance with the National Joint Council, *Isolated Posts and Government Housing Directive* and are usually subject to pre-authorization by the Commander. See FMM ch. 9.8.

NOTE: Claims for travel expenses must be submitted through the member's home unit.

1. 17. For appeal, a member who disagrees with an HSO's recommendation may bring it to the attention of the CO/delegate to review, which may include consultation with the Dir., Occupational Health Services.

1. 17. 1. Upon completion of the review, the CO/delegate will provide a written decision.

1. 17. 2. For the dental plan appeal process, see App. XIV-1-4.

1. 18. For definitions applicable to this chapter, see App. XIV-1-1.

2. Eligibility

2. 1. Serving eligible members, including those receiving a Veterans Affairs Canada (VAC) Disability Award, will be provided, at RCMP expense, coverage under SHC, and OHC, as outlined in this chapter.

2. 2. A serving eligible member who is injured or becomes ill as a result of a work-related accident or incident will be provided with medical and dental treatment under OHC, as applicable.

2. 3. Medical and dental treatment programs for a CM who is injured in the performance of his/her duties will be subject to approval by the Commr./delegate, to the extent that treatment is not covered by a provincial/territorial health care plan.

2. 4. If VAC has issued a ruling or granted a disability pension to an RM, S/Cst. member, or CM, the medical condition for which the pension is granted is considered to be work-related for the purpose of benefit determination.

2. 5. If VAC has not issued a ruling or granted a pension award to an eligible member, it is the Delegated Manager for Human Resources (DMHR) who will make a determination as to whether the condition of the member is work-related, based on a review of the:

2. 5. 1. information on Hazardous Occurrence Report, Form 3414;

2. 5. 2. HSO's medical opinion and synopsis of the diagnosis, treatment needs, ensuing limitations, restrictions, and the prognosis; and

2. 5. 3. recommendation of the CO/delegate.

2. 6. If the DMHR determines that a member's condition is the result of a work-related accident or incident, benefit claims will be processed as if a favourable VAC ruling had been issued, until such time as VAC provides a ruling.

2. 7. For a work-related accident or incident condition under the occupational health level of care, the CO/delegate will be the approval authority for medical and/or dental treatment based on the details contained on Form 3414, the HSO's medical opinion and synopsis of the diagnosis, the treatment needs, ensuing limitations and restrictions, and the prognosis.

2. 8. A CM will request that the licensed medical or dental practitioner complete the Medical Certificate, Form 2135. Costs associated with the completion of this form may be reimbursed using Form 1393.

2. 9. In the case of a work-related injury, a CM may request the licensed medical or dental practitioner to include the cost of completing the Medical Certificate with the invoice for treatment.

2. 10. After discharge, an RM or S/Cst. member is entitled to medical and dental treatment as follows:

2. 10. 1. Supplemental Health Care benefits for one additional month after the end of the month of discharge.

2. 10. 1. 1. If a grievance that was filed before a member's discharge is adjudicated in his/her favour after discharge, treatment will be provided in accordance with the terms of the adjudication ruling.

3. Basic Health Care Entitlements

3. 1. Effective 2013-04-01, RMs and S/Cst. members receive their BHC coverage through their respective provincial/territorial health care insurance plans. Respective provincial/territorial governments are the payer for BHC entitlements.

NOTES:

1. If an RM or S/Cst. member is temporarily deployed outside of his/her province/territory of residence and incurs BHC medical expenses, the RCMP will cover the cost difference that is not covered by the RM's or S/Cst. member's province/territory of residence. The RM or S/Cst. member is required to fill out Form 1393 and submit the fee difference to his/her divisional OHSS office. However, if an RM or S/Cst. member incurs BHC medical expenses outside his/her province/territory of residence, and is not on duty, the RM or S/Cst. member will be responsible for the cost difference that is not covered by his/her province/territory of residence.

2. If an RM or S/Cst. member residing in Quebec is temporarily deployed to another province/territory, the RCMP will cover any fee difference not covered by the Régie de l'assurance maladie du Québec (RAMQ). If an RM or S/Cst. member residing in Quebec is being transferred to another province/territory, the RCMP will cover any fee difference not

covered by RAMQ up to and including the maximum three month waiting period before the new provincial/territorial basic health coverage commences.

3. 1. 1. An RM or S/Cst. member must consult with his/her respective provincial/territorial health care ministry regarding information about BHC entitlements and coverage.

3. 2. An RM or S/Cst. member who will be deployed outside of Canada must advise his/her provincial/territorial health care ministry of his/her departure in order to ensure they fully understand his/her health care coverage while out of Canada.

NOTE: If coverage ceases under the provincial/territorial rules for reasons which are outside a member's control, the RCMP will cover the member's provincial/territorial BHC entitlements for the remainder of their deployment, as well as the waiting period upon their return to Canada.

3. 2. 1. An RM or S/Cst. member who is absent from Canada before 2013-04-01, for work-related duties, will receive his/her BHC entitlements at RCMP expense in accordance with the provincial/territorial health care plans for the remainder of the posting/deployment, as well as for the waiting period upon return to Canada. The RCMP will cover up to and including the maximum three month waiting period until his/her respective provincial/territorial health care insurance coverage commences.

3. 3. An RM or S/Cst. member who obtains BHC services from private health clinics must adhere to the regulations governed by his/her respective provincial/territorial health care insurance plans for reimbursement. The RCMP will not reimburse members.

3. 3. 1. Before obtaining BHC services from private health clinics, members are responsible to enquire about their eligibility for coverage with their provincial/territorial health care plans.

4. Supplemental Health Care Benefits

4. 1. Members are responsible to manage health benefits available to them under this level of care within the prescribed limits.

4. 1. 1. Only the eligible expenses incurred during the calendar year are eligible for reimbursement. Unused allowances are not transferable from benefit to benefit and cannot be carried forward to the next calendar year.

4. 2. The RCMP SHC benefits represent the health benefits available to members, similar to what other employees receive through an additional health benefit insurance plan. It is available at no cost to eligible members on an as-needed basis with limitations as outlined in the RCMP Benefits Grid. For additional information, contact the divisional OHSS office. The SHC benefits cover services and products as outlined in App. XIV-1-2.

4. 2. 1. When an eligible member accesses supplementary care-type benefits for an injury/illness that is determined to be work-related, in accordance with the RCMP Determination Guidelines for Access to Occupational Health Benefits, these benefits will be processed directly through OHC and will not affect the member's personal SHC benefit limits.

4. 2. 1. 1. Pre-authorization under OHC must be obtained before receiving benefits. The pre-authorization number provided by the divisional OHSS office must be indicated by the service provider during billing. See sec. 2.2. and sec. 5.3.3.

4. 2. 2. Members requiring supplementary care-type services to maintain operational fitness for duty as a result of non-work related injury/illness must exhaust allowances under SHC before consideration can be given for coverage of additional treatments/services under OHC.

4. 3. A member will receive an Explanation of Benefits Statement when the health claims administrator reimburses the member directly for treatment costs he/she has paid.

4. 4. For repairs and replacement of items lost or damaged as a result of a work-related incident, e.g. eyeglasses, contact lenses, hearing aids, medic alert bracelets, eligible members must submit a request to their Commander, providing a detailed explanation.

4. 4. 1. If approved, reimbursement should be processed as an ex gratia payment through their unit. See the Treasury Board of Canada Secretariat, *Guideline on Claims and Ex Gratia Payments*.

5. Occupational Health Care Benefits

5. 1. Occupational Health Care is an extra level of care that the RCMP may choose to provide to minimize limitations and restrictions that affect a member's fitness-for-duty and to maximize employability.

5. 1. 1. The OHC is not an entitlement, but is based on case-by-case organizational business decisions.

5. 2. Consideration for OHC comes into effect when an eligible member becomes unfit-for-duty due to an injury or illness, and requires treatment beyond the limits provided in BHC and SHC to return the member to fit-for-duty status or to maintain a fit-for-duty status.

5. 3. Treatment under OHC must be part of a treatment plan/comprehensive rehabilitation program that is prepared by the member's treating physician and submitted to the HSO for review.

5. 3. 1. The HSO may request further investigation or assessment to formulate a recommendation to the CO/delegate to:

5. 3. 1. 1. approve the proposed treatment plan,

5. 3. 1. 2. decline the proposed treatment plan, or

5. 3. 1. 3. approve an alternative treatment plan, subsequent to consultation with the member's personal physician.

5. 3. 2. The CO/delegate must approve all treatment under OHC before the member receives treatment or service, and it must be documented on the member's occupational health file.

NOTE: A member's occupational health file will be handled in accordance with information access requirements. See IM ch. IV.4., sec. 8.

5. 3. 3. For treatments or services to be rendered under OHC that are also available under SHC, a pre-authorization number must be obtained from the divisional OHSS office and supplied to the service provider for inclusion during billing, to ensure that the member's personal supplemental benefits are not affected.

5. 4. Approved treatment should recognize evidence-based best practice in the provision of medical or psychological service. OHC provisions may apply when obtaining care through the publicly funded health care system would result in unacceptable waiting times that would, in the opinion of the CO/delegate in consultation with the HSO, impede operations due to absenteeism or work restrictions.

6. Health Coverage Outside Canada

6. 1. Posted Outside Canada/International Policing

6. 1. 1. For members posted outside Canada, the services outlined in this chapter will be obtained in the country of posting from a qualified health care practitioner, unless exceptions are made under the National Joint Council, *Foreign Service Directives*.

NOTE: For policy pertaining to a member's BHC coverage during deployment, see sec. 3.2. and sec. 3.2.1.

6. 1. 1. 1. For usual medical services, members will pay for the medical treatments and submit Form 1393, including the medical/dental claim, to National Headquarters, OHSS, for reimbursement.

6. 1. 1. 2. If the cost of hospitalization or treatment is significant, the member will contact the respective Canadian Embassy Office (Mission Office) for a medical advance. The National Headquarters OHSS will reimburse the Mission Office accordingly.

6. 1. 1. 3. The DG, OHSB/delegate, may approve treatment in another country if necessary treatment is not available in the country of posting.

6. 1. 1. 4. In cases of medical emergency, the Dir., International Operations Branch/delegate, may authorize travel and treatment in another country.

6. 2. International Peace Operations

6. 2. 1. For members serving on International Peace Operations, medical services should be received from the host nation's medical services, e.g. United Nations (UN), European Union Policy Mission (EUPM) health establishments, when possible. All queries or requests should be made through International Peace Operations Branch.

6. 3. Travelling Outside the Country of Posting

6. 3. 1. The health claims administrator will pay:

6. 3. 1. 1. all charges for emergency treatment required for injury or sudden illness while on duty outside Canada, or

6. 3. 1. 2. the usual and customary charges for emergency treatment in that country for eligible members on personal travel.

6. 3. 2. The health claims administrator, in consultation with the DG, OHSB/delegate and the attending physician, reserves the right to return the member to Canada for treatment.

6. 3. 3. The health claims administrator card issued to all serving RMs and S/Cst. members for health benefits provides telephone numbers for information about emergency health care outside Canada.

6. 3. 3. 1. The card is for the member's personal use only when emergency medical services are required as a result of injury or sudden illness while travelling outside Canada.

6. 3. 3. 2. No coverage is provided for dependants.

6. 4. Travelling On Duty or for Personal Reasons

6. 4. 1. When an eligible member travels outside of Canada, health services are restricted to emergency treatment for an injury or sudden illness.

6. 4. 2. If medical treatment will cost more than $100, an eligible member will present the health care claims administrator card to the doctor or hospital.

6. 4. 2. 1. The member must request that the travel plan assistance program be contacted by using the toll-free or collect telephone numbers provided on the back of the health claims administrator card.

6. 4. 2. 2. The travel plan assistance program will guarantee payment and arrange for the bill to be paid directly to the doctor or hospital.

6. 4. 2. 3. An eligible member who personally contacts the travel plan assistance program must provide the operator with his/her health card number.

6. 4. 3. When travelling for personal reasons, members are encouraged to purchase additional travel insurance at their own expense.

NOTE: The RCMP does not cover trip cancellation/interruption, lost baggage, or repatriation.

6. 4. 4. Expenses will not be covered when, based on medical evidence, the member is able to return to Canada following the diagnosis of, or the emergency treatment for, a medical condition which requires continuing medical services/treatment/surgery, and the member elects to have the treatment/services rendered or surgery performed outside Canada.

6. 4. 5. An eligible member who becomes ill or is injured while travelling may be eligible for medical evacuation by commercial air or air ambulance, as circumstances dictate, if urgent care is needed in Canada. All requests must be on the recommendation of the treating

physician in the country of travel and approved by the Commander/delegate at the home posting or at the travel location.

NOTE: Evacuation under these circumstances would be covered under SHC. See App. XIV-1-2, sec. 3.

6. 5. While On Leave Without Pay

6. 5. 1. An RM or S/Cst. member on leave without pay (LWOP) in Canada will continue to receive medical and dental benefits.

6. 5. 2. An RM or S/Cst. member travelling outside Canada or living abroad while on LWOP is entitled to emergency treatment only.

EXCEPTION: An RM or S/Cst. member on LWOP to accompany a member spouse who has been posted abroad (Spousal Relocation LWOP) will continue to receive medical and dental benefits while in the country of posting, but is entitled to emergency treatment only when travelling outside the country of his/her member spouse's posting.

7. Travel for Health Care Treatment

7. 1. Travel expenses will only be considered for services or treatments outlined in this chapter.

NOTE: Travel expenses will be paid to receive treatment or services for RCMP or VAC-endorsed work-related injuries and any RCMP-directed health care treatment or procedure.

7. 2. Before incurring travel for treatment expenses, an eligible member must get written approval from his/her Commander.

7. 2. 1. The Commander is to process this type of request as a priority, and refusal should be on exceptional grounds.

7. 2. 1. 1. The Commander may request the opinion of the HSO with regard to the appropriateness of the travel request.

7. 2. 2. All travel for treatment expenses must be charged to the member's unit collator and are subject to FMM ch. 9.8.

7. 3. If a qualified health care provider is not available within 24 km of the work site, eligible travel costs will be reimbursed to obtain treatment or services from the closest qualified provider, or as directed by the CO/delegate.

7. 3. 1. An HSO may determine the location of the closest qualified provider.

7. 3. 2. If an eligible member must travel more than 24 km from the work site to obtain adequate treatment, he/she may be provided with commercial transportation, or may claim reimbursement for private transportation, whichever is cheaper.

8. Isolated Posts

8. 1. If an eligible member or his/her dependants need medical or dental treatment at another location, the member may claim travel expenses if certification is provided from the attending physician or dentist to satisfy the DMHR/delegate, that the treatment was: non-elective, not available at the post, and required without delay.

NOTE: Certification may be on Form 2135 or an equivalent note, and provided to the Unit Commander with a written explanation. The Unit Commander may consult with the HSO before forwarding it to the DMHR/delegate.

8. 2. Eligible travel costs must not exceed the cost of return travel to the nearest centre where adequate treatment is available.

8. 3. As outlined in FMM ch. 9.8., if an eligible member or his/her dependants are unavoidably delayed while travelling between the post and a treatment centre, the member may claim customary meals or expenses that are not provided by a commercial carrier.

8. 4. In exceptional circumstances, with the recommendation of the HSO, the support of the CO/delegate, and the approval of the DMHR, an eligible member may claim the expenses of his/her next of kin or personal representative when, in the written opinion of the attending physician, the condition resulting from illness or injury warrants his/her presence. See the National Joint Council, *Travel Directive*, sec. 5.2.4., *Isolated Posts and Government Housing Directive*, sec. 3.1.4., and Delegation of Authorities Matrices.

8. 4. 1. The CO/delegate must approve a stay up to 21 days. See the National Joint Council, *Isolated Posts and Government Housing Directive*, sec. 3.1.5.

8. 4. 2. The Commr./delegate must approve stays over 21 days.

NOTE: The National Joint Council, *Isolated Posts and Government Housing Directive*, supersedes this chapter.

References

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AM - App. XIV-1-1 Definitions

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Directive Amended: 2013-03-28

For the purposes of this chapter, the following definitions apply:

Appeal process means a process by which a member may ask the Occupational Health and Safety Branch (OHSB) policy centre to review the decision made by the RCMP Health Claims Administrator or a divisional or regional Occupational Health and Safety Services (OHSS) office regarding a medical or dental claim which has been denied.

Best medical practices means a medical practice that is part of published current clinical guidelines under an evidence-based approach.

Body Mass Index means the calculation of weight in kilograms divided by the square of the height in meters (kg/m2). This value is independent of age or sex.

Bruxism means the habitual grinding of the teeth.

Canada Health Act means Canada's federal health insurance legislation designed to ensure that all residents of Canada have reasonable access to medically necessary insured services without direct charges.

Chronic means a persistent and long-lasting or recurrent disease or medical condition which has been diagnosed or confirmed by a licensed practitioner.

Citizens means residents of Canada who are eligible for coverage under the *Canada Health Act*.

Controversial means not scientifically proven or evidence-based.

Coordination of Benefits means a benefit which is not payable under a spouse's health care plan being eligible for reimbursement under the other spouse's health care plan.

Cosmetic means the enhancement of appearance through surgical and medical techniques, without identifiable medical/dental curative or preventive benefits. See also, esthetic treatment.

Crown means a ceramic, e.g. porcelain, or metal, e.g. gold or other alloy, cover for a decayed, damaged, brittle or discolored tooth.

Dependants means a member's spouse, a dependant child of a member or the dependant child of the member's spouse.

DIN-coded medications means Drug Identification Numbered (DIN) medications. The DIN is the number located on the label of prescription and over-the-counter drug products that have

been evaluated by Health Canada, Therapeutic Products Directorate (TPD) and approved for sale in Canada.

Elective exclusions means conditions that do not impair biting or chewing significantly, e.g. missing teeth, asymptomatic malocclusion, orthodontia and treatment that could eventually be done but does not preclude dental fitness for engagement.

Eligible member means an regular member or special constable member. It may include a civilian member who has been approved for treatment under Occupational Health Care following an injury or illness that is confirmed to be as a result of a work-related accident or incident.

Emergency treatment means health services given in connection with an acute, unexpected condition, illness, disease or injury that requires immediate attention.

Esthetic treatment means a treatment that is not to cure or prevent an illness, but is for a cosmetic reason.

Evidence-based means the process of systematically reviewing, appraising and using clinical research findings to aid the delivery of optimum clinical care to patients.

Extreme circumstances means cases where:

1. Classified information might be divulged, members will not be entitled to choose their physician or treatment facility.

2. A member may not be able to obtain treatment from the health professional of his/her choice during: a state of war or imminent hostilities; events involving mobilization of a large number of members, e.g. international summit conference, riot, rebellion; and events causing a severe disruption of normal health services, e.g. earthquake, flood.

Family counseling means counseling that is limited to the immediate family, i.e. spouse and dependants.

Fit for duty means a determination made by a member's medical practitioner or by the HSO that finds a member capable of performing specific modified duties. A determination made by the member's medical practitioner may require endorsement by the HSO.

Fixed bridge means a prosthetic (false) tooth or row of teeth that spans between two natural teeth to replace missing or lost teeth.

Fixed prosthodontics means fixed artificial appliances designed to restore and maintain oral function by replacing missing teeth.

Gold foil restorations means a tooth restoration material made of gold.

Health Claims Administrator means an external organization that is responsible for processing claims and transactions on behalf of the Health Benefit Program, e.g. Medavie Blue Cross. The claims administrator may also perform Drug Use Evaluation (analyses) activities under the direction of, or on behalf of, the Federal Drug Benefit Programs approved by Health Canada.

Health Services Officer (HSO) means a licenced physician who reports to the Commanding Officer/delegate and is responsible for supervising and coordinating the delivery of professional opinions and recommendations by the Health Services Program, and overseeing the appropriate application of professional health standards in one or more RCMP divisions.

Implant means a permanent replacement for a missing tooth which involves implanting a metal shaft, usually titanium, in the jawbone.

Inlay means a custom-made cast gold or porcelain alloy that is cemented to a previously prepared cavity in the tooth.

Licensed practitioner means a qualified professional who is legally practicing in a health discipline and recognized as acceptable by the Director General, OHSB/delegate.

Life expectancy of a restoration means the period of time a restoration is expected to remain viable. The RCMP supports the industry standard of five years.

Malocclusion and temporo-mandibular joint (TMJ) conditions:

> **Malocclusion** means the teeth are not aligned properly, therefore the upper and lower teeth may not fit together as well as they should under ideal conditions.
>
> **Temporo-mandibular joints (TMJs)** means the joints which connect the lower jaw to the skull. There are two matching joints -- one on each side of the head, located just in front of the ears. The abbreviation "TMJ" literally refers to the joint, but is often used to refer to any disorders or symptoms of this region. Such problems include popping sounds in the jaw, inability to fully open the mouth, jaw pain, headaches, earaches, toothaches, and various other types of facial pain originating from the malfunction of these joints.

Minor treatments means restoration or surgical problems correctable by basic dentistry.

Naturopathy treatment means a drugless system of therapy, making use of physical forces such as air, light, water, heat, massage to improve health and treat disease chiefly by assisting the body's innate capacity to recover from illness and injury.

Non-elective means a treatment that is necessary health care that cannot be performed at a later date.

Occlusal Guard/TMJ Appliances means a mouth guard, de-programming or repositioning dental splints used to treat oral habits such as tooth-clenching or grinding, or TMJ disorders.

Occupational Health and Safety Services (OHSS) means the divisional RCMP personnel, reporting to the Commanding Officer/delegate and performing their duties under the professional direction of the HSO.

Onlay means a gold or porcelain inlay extended to cover the cusps for protection of the tooth, leaving more natural tooth than a crown.

Preauthorization means authorization given by the HSO to receive medical care for benefits that require a pre-authorization according to ch. XIV.1. or from the Commanding Officer/delegate for care financially approved under the occupational health level of care.

Preauthorization number means the number given to a member or provider to facilitate payment by the claims administrator. Although the preauthorization number is obtained from the divisional OHSS office, the authority to issue the number rests with the HSO or the Commanding Officer/delegate as applicable.

Prescription drugs means products which, by law, require the prescription of a licensed practitioner and are usually dispensed only by a licensed pharmacist.

Qualified health care provider means a qualified health care professional who is legally practicing in a health discipline and recognized as acceptable by the DG, OHSB/delegate.

RCMP Benefit Grid means the Benefit Grids that have been developed for the RCMP's 14 health care benefit groups known as Programs of Choice (POCs). Each grid includes information about specific treatment benefits; benefit prerequisites and any applicable limitations on frequency and maximum amounts payable.

RCMP Drug Formulary means a list of drugs that are approved to be paid for by the RCMP.

NOTE: The RCMP, Occupational Health and Safety Branch meets regularly with other Federal Health Partners to review new products. Once reviewed, the drug is either accepted or denied as an approved product to be covered by the RCMP.

Registered massage therapist means a therapist who performs manipulative massages and meets the RCMP-approved criteria necessary for registration as a service provider with the health claims administrator.

Single entity medication means a medication containing one active medicinal ingredient as opposed to multiple active medicinal ingredients.

Special treatment means a treatment that is not usual or customary which would require preauthorization.

Temporo-mandibular joints, see Malocclusion.

Travel for treatment means necessary travel over 24 kms from the work site to receive approved medical/dental treatment.

Travel plan assistance program means a call centre for members and providers to assist in facilitating emergency health care payments when an eligible member is injured or becomes ill while traveling outside Canada. A toll free number is on the back of the member's health care card.

Treatment plan means a treatment prescribed or dispensed on the recommendation of a member's treating medical practitioner or a treatment recommended by the HSO that is endorsed by the member's treating medical practitioner.

Unfit for duty means when a member is medically disabled to the point of not being able to carry out any RCMP duty.

Usual and customary means fees professional associations or organizations recommend for services provided in that jurisdiction.

VAC Disability Award means a disability pension awarded in accordance with the *Pension Act*, administered by Veterans Affairs Canada.

Veneer means a plastic or porcelain facing which is bonded directly to a tooth to improve its appearance.

Work site, see AM Definitions chapter.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AM - App. XIV-1-2 Supplemental Health Care Benefits

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Directive Amended: 2015-07-30

1. General

1. 1. Supplemental Health Care (SHC) benefits are other health services/items provided by health professionals in disciplines not normally considered an insured benefit under provincial health care plans.

1. 1. 1. Coverage of SHC benefits is limited to the entitlements outlined in this appendix.

1. 1. 2. Coverage of SHC benefits may also be available under Occupational Health Care (OHC), when required as a result of a work-related injury/illness or to maintain fitness-for-duty. See ch. XIV.1., sec. 4.2.1. and 4.2.2.

1. 2. The RCMP will pay for reasonable and customary fees that are approved by the CO. See the Delegation of Authorities Matrices.

1. 2. 1. These fees are based on the fee schedules of the respective association in the province/territory where the services are rendered, or up to the maximum fee negotiated with provincial/territorial associations or societies.

1. 2. 2. Negotiations with provincial/territorial associations or societies are conducted jointly by the Occupational Health and Safety Branch (OHSB) and the respective divisional Occupational Health and Safety Services (OHSS) offices. The DG, OHSB, is the delegated authority to approve these agreements. See the Delegation of Authorities Matrices.

EXCEPTION: For dental services, see sec. 5.4.

1. 3. Some SHC benefit services/items require a referral from a licensed physician and/or a pre-authorization.

1. 3. 1. A referral is valid for 12 months from the date of issue. Referrals issued within the 12-month period, either before or following the commencement of treatment, will be accepted for the purpose of benefits adjudication.

1. 3. 2. When a pre-authorization is required, members must consult with their divisional OHSS office before obtaining the service, or before the purchase, rental, or repair of these items. If deemed medically necessary, pre-authorization will be issued by the Health Services Officer (HSO). See ch. XIV.1., sec. 1.2.

1. 3. 2. 1. If pre-authorized by the HSO, the divisional OHSS office will issue a pre-authorization number. This number should be provided to the health care provider and included with the claim submission.

1. 3. 3. Additional restrictions and limitations are outlined in the RCMP Benefits Grid. Members should consult with their divisional OHSS office for further information before obtaining services/items.

1. 4. The RCMP's health claims administrator is Medavie Blue Cross. A Blue Cross health identification card is issued by the health claims administrator to RMs and C/Cst. members at the time of engagement.

1. 4. 1. The Blue Cross health identification card should be used for all SHC and OCH benefit services/items.

1. 4. 1. 1. If the card is not accepted, the member should consider going to a different provider, or pay for the service/item and submit the medical claim to the divisional OHSS office using Expense Claim or International Expense Claim, Form 1393.

1. 4. 1. 2. Claims for dental expenses should be submitted directly to the claims administrator.

> NOTE: Requests for reimbursement of medical/dental claims submitted using Form 1393 will be adjudicated in accordance with policy. As medical/dental information is classified as Protected B, the signature of the unit commander is not required.

1. 5. For the SHC Benefits Claims Review Process, see App. XIV-1-4.

2. Aids to Daily Living

2. 1. When prescribed by a licensed physician, occupational therapist, physiotherapist, or registered nurse, an eligible member is covered for the cost of various aids to daily living items outlined in the RCMP Benefits Grid, such as:

2. 1. 1. bathroom aids, e.g. bath bench/shower seats, bathtub rails, raised toilet seats;

2. 1. 2. bedroom aids, e.g. cervical or contoured pillows, bedside rails; and

2. 1. 3. walking aids, e.g. canes, crutches, walkers.

2. 2. Some items require a pre-authorization. See sec. 1.3.2.

3. Ambulance Services

3. 1. An eligible member may claim air or ground ambulance services to a medical facility for emergency treatment.

3. 2. An eligible member may claim non-emergency ambulance services to and from a medical facility, e.g. for transfer from hospital to hospital, home to hospital, hospital to home, when:

3. 2. 1. the medical condition made it necessary;

3. 2. 2. the move was prescribed by a licensed physician before the transfer; and

3. 2. 3. pre-authorization was obtained before the transfer. See sec. 1.3.2.

4. Audio Services and Equipment

4. 1. When referred by a certified audiologist or licensed physician, an eligible member is covered for the cost of hearing examination.

4. 2. When referred by a certified audiologist or licensed physician and pre-authorized by the divisional HSO, an eligible member may be provided with a hearing aid if:

4. 2. 1. hearing loss in the ear that is most impaired is at least an average of 35 decibels (air conduction) for frequency 500, 1000, and 2000 Hz. (ANSI S3.6); or

4. 2. 2. when approved under OHC. See ch. XIV.1., sec. 4.2.1.

4. 3. To support the request for a pre-authorization number, the member must ensure that the divisional HSO is provided with:

4. 3. 1. a recommendation to obtain a hearing aid from a certified audiologist or licensed physician,

4. 3. 2. an audiogram, and

4. 3. 3. a cost estimate.

4. 4. Reimbursement of costs for audio services and equipment, e.g. hearing aids, ear molds, batteries, will be in accordance with agreements between provider associations and the RCMP, as well as the time frames outlined in the RCMP Benefits Grid.

4. 5. The choice of hearing aid type must meet the RCMP safety standards for performance of duties.

5. Dental Services

5. 1. Maximum Allowances

5. 1. 1. Eligible members receive a maximum calendar year allowance of $2,000 for specific dental services, including minor and major restorative treatment, that are not covered by provincial/territorial health care plans.

5. 1. 2. Eligible members also receive a maximum lifetime allowance of $2,200 for orthodontic services.

5. 2. Eligibility for Coverage

5. 2. 1. Eligibility for coverage is effective upon engagement with the RCMP.

5. 3. Coordination of Benefits with Insurance Plans Outside the RCMP

5. 3. 1. The RCMP does not endorse coordination of benefits, i.e. a dental benefit that is not covered under a spouse's plan cannot be claimed against the RCMP plan.

5. 4. Fee Guide

5. 4. 1. Where a provincial/territorial fee guide exists, the RCMP will pay up to 100 per cent of the current year fee guide for general practitioners or specialists.

5. 4. 1. 1. Where a province/territory does not have a fee guide for specialists, the RCMP will pay up to 130 per cent of the current year fee guide for general practitioners.

> EXCEPTION: In the province of Alberta, where no official association fee guide exists, the RCMP will pay according to the current Alberta Blue Cross usual and customary fee guide.

5. 4. 2. Members must confirm what fee guide the dentist follows and be aware that they must pay any costs that exceed the approved, applicable fee guide.

5. 5. Exclusions

5. 5. 1. The following are not covered by the RCMP Dental Plan:

5. 5. 1. 1. failure in the life expectancy of a dental treatment;

5. 5. 1. 2. dental hygiene products, e.g. electric toothbrushes;

5. 5. 1. 3. esthetic treatment, e.g. whitening; and

5. 5. 1. 4. therapies viewed by dental authorities as being controversial or not evidence-based, e.g. orthodontic treatment and orthognathic surgery with the sole purpose of preventing or treating temporomandibular joint (TMJ) conditions.

5. 5. 1. 4. 1. In cases of persistent and significant pain and dysfunction and with evidence of pathology, where more conservative treatment has failed, consideration may be given to other interventions under OHC.

5. 6. Payment for Treatment Outside Canada

5. 6. 1. Member Posted Outside Canada

5. 6. 1. 1. If an eligible member posted outside Canada requires treatment, he/she can:

5. 6. 1. 1. 1. undergo the treatment, pay the account, and submit Form 1393 to National Headquarters, ATTN: Manager, Occupational Health and Safety Services Office; or

5. 6. 1. 1. 2. ask the dentist for an invoice that details the procedures done and the fees charged, and send it to National Headquarters, ATTN: Manager, Occupational Health and Safety Services Office, for processing.

> NOTE: Members posted outside Canada are subject to the maximum allowances outlined in sec. 5.1.

6. Hospital Provision

6. 1. An eligible member will be reimbursed reasonable and customary charges for a hospital room as follows:

6. 1. 1. the fee difference between a standard/ward room and a private room for officers; or

6. 1. 2. the fee difference between a standard/ward room and a semi-private room for other ranks.

6. 2. If an eligible member, other than an officer, chooses to have a private room, he/she is responsible for the additional costs.

7. Medical Services

7. 1. The following medical services are eligible for coverage under SHC benefits, to the extent that the treatment is not covered through the member's provincial/territorial health care plan:

7. 1. 1. medically-assisted procreation male/female;

7. 1. 2. reversal of vasectomy/tubal ligation; and

7. 1. 3. midwife services, in the provinces where midwifery is legislated, and where the provider is registered with their province's regulating body.

NOTE: The services must conform to the limitations and conditions outlined in the RCMP Benefits Grid.

7. 2. The services of a licensed physician are also allowed under OHC for the following:

7. 2. 1. travel clinic consultation and immunization required for both personal and business travel; and

7. 2. 2. treatment for cosmetic purposes, if required as a result of a work-related injury.

8. Medical Supplies

8. 1. When prescribed by a licensed practitioner, an eligible member is covered for the cost of various medical supplies outlined in the RCMP Benefits Grid, such as:

8. 1. 1. ostomy supplies;

8. 1. 2. nerve stimulators/TENS units;

8. 1. 3. glucometers, diabetic supplies;

8. 1. 4. support stockings; and

8. 1. 5. wound dressings.

8. 2. Upon recommendation of an HSO and with pre-authorization, a standard stainless steel medic alert bracelet/necklace will be provided at RCMP expense, along with registration and annual membership in the Canadian Medic Alert Foundation.

8. 2. 1. The member is responsible for notifying the Canadian Medic Alert Foundation of any change to his/her personal or medical information by calling 1-800-668-1507.

NOTE: Physical fitness equipment and membership to fitness facilities are not deemed to be medical expenses, and are not covered.

9. Nursing Services

9. 1. When referred by a licensed physician, the services of a licensed nurse may be covered. Pre-authorization is required.

9. 2. If available, nursing care must be provided by a firm or organization in the community that normally dispenses this type of service, e.g. Victorian Order of Nurses (VON).

NOTE: Determination of available services within the community must be made before hiring a private nurse.

9. 2. 1. The fees of a private nurse should be compatible with the VON or a similar organization's fee schedule, and in accordance with the RCMP Benefits Grid.

9. 3. The cost of acupuncture services provided by a licensed nurse are covered in accordance with sec. 13.2.2.1.

10. Oxygen Therapy

10. 1. When pre-authorized, an eligible member will receive coverage for the cost of oxygen therapy and related accessories and their maintenance.

10. 2. An eligible member will also receive coverage for the rental or purchase of other respiratory supplies and equipment, as outlined in the RCMP Benefits Grid and as follows:

10. 2. 1. when pre-authorized, a continuous positive airway pressure device (CPAP) to a maximum of $2,300 every 36 calendar months. A prescription from a medical doctor, respiratory medicine specialist, or an ear/nose/throat specialist is required; and

10. 2. 2. when pre-authorized, a bi-level positive airway pressure device (BIPAP). A prescription from a medical doctor, respiratory medicine specialist, or an ear/nose/throat specialist is required.

10. 3. When pre-authorized, an eligible member may receive coverage for the cost of a sleep apnea re-positioning dental appliance if:

10. 3. 1. the member has been referred for fitting of such an appliance by a licensed practitioner with training in sleep medicine or sleep-related breathing disorders;

10. 3. 2. the member has been referred to, and participated in, a polysomnogram (sleep study), conducted in a clinical or hospital setting, which demonstrated the presence of sleep apnea;

10. 3. 3. the prescribed re-positioning dental appliance is fitted by a qualified dental practitioner to be specific to the member's dentition; and

10. 3. 4. the dental management of the member is overseen by licensed practitioners with training in sleep medicine or sleep-related breathing disorders.

NOTE: Charges associated to physician services and sleep study are payable through the member's respective provincial/territorial health care insurance plan.

11. Prescription Drugs and Pharmaceutical Products

11. 1. The RCMP will provide coverage for medications requiring a prescription and some life-sustaining, over-the-counter products listed on the RCMP Drug Formulary, when prescribed by a licensed practitioner.

11. 2. The RCMP will provide coverage, by special authorization from the divisional HSO, for life-sustaining vitamins, minerals, and replacement therapeutic nutrients listed on the RCMP Drug Formulary, when prescribed by a licensed practitioner.

NOTES:

1. Life-sustaining, in this context, means that the vitamin/mineral/replacement therapeutic nutrient requires professional assistance for safe use, and it plays a key role in the management of a serious medical condition, e.g. insulin for diabetes, Epipen™ for severe allergic reactions, nitroglycerin for angina.

2. Vitamins and minerals, in this context, mean those that are prescribed for the treatment of a chronic disease, when, in accordance with customary practice of medicine, the use of such products are proven to have therapeutic value, and no other alternatives are available.

3. Replacement therapeutic nutrients, in this context, mean those that are prescribed by an accredited medical specialist for the treatment of an injury or disease, excluding allergies or aesthetic ailments, provided that there is no other nutritional alternative to support the life of a patient.

11. 3. Generic drug substitution or the lowest cost drug alternative must be applied, unless the handwritten prescription from the licensed practitioner indicates otherwise.

NOTE: Provincial/territorial legislation and regulations apply.

11. 4. Medication dispensed should not exceed a three months' supply. The dispensing period can be extended for operational requirements, and for eligible members on travel status, with a written prescription from the licensed practitioner, stating the length of time of travel status.

11. 5. Prescribed drugs, DIN-coded medications, and supplies that appear on the RCMP Drug Formulary, will be provided at RCMP expense only when prescribed by a practitioner licensed to do so by the province/territory, and supplied by a licensed pharmacist.

11. 5. 1. Prescriptions from a nurse practitioner or a licensed nurse who is acting on the instructions of a licensed physician in a remote area or isolated post in Canada, are acceptable.

11. 6. The member must provide the pharmacist with the prescription and his/her health claims administrator card.

11. 6. 1. If the pharmacist does not accept the health card, the member may pay for the prescription and submit a claim on Form 1393, or go to another pharmacy.

11. 7. If the prescribed item is not on the RCMP Drug Formulary, the member may ask the pharmacist to contact his/her physician to request that he/she prescribe a substitute drug.

11. 8. When a new medication that has been prescribed for a life-threatening condition, is not yet on the RCMP Drug Formulary, the member should instruct his/her physician to contact the divisional HSO for exceptional approval consideration.

11. 9. Special items obtained through OHC require pre-authorization. See App. XIV-1-3.

11. 10. When prescribed by a licensed physician, anti-smoking drugs included on the RCMP Drug Formulary will be provided at RCMP expense, for a period of no more than three months, in a 12-month period.

12. Prosthetics and Orthotics

12. 1. When prescribed by a licensed physician, an eligible member is covered for the cost of the following prosthetic and orthotic devices:

12. 1. 1. one pair of foot pads, heels (lifts), or insoles, to a maximum of $30 per pair in 12 calendar months;

12. 1. 2. one pair of arch supports that are less than $100 per pair, in 12 calendar months; and

12. 1. 3. one pair of custom-made orthotics to a maximum of $400 per pair, in 12 calendar months.

12. 2. When prescribed by a licensed physician, an eligible member will be reimbursed initially for modification to two pairs of ordinary shoes to accommodate orthopedic lifts, insoles, and arch supports, with subsequent modification of one pair every two years.

> NOTE: A claim for reimbursement for the cost of modification of RCMP-issued duty footwear should be submitted on Form 1393 to the member's home unit.

12. 3. Customized orthopedic shoes for severe foot deformity may be covered and requires a pre-authorization number from the divisional OHSS office.

12. 4. The costs of commercially-available orthopedic, recreational, sport, or equivalent footwear will not be reimbursed.

12. 4. 1. Coverage of costs related to the modification of commercially-available footwear may be considered under OHC. See ch. XIV.1., sec. 5.

> NOTE: Accepted providers of orthotics include certified orthotist, prosthetist orthotist, perdorthist, registered podiatrist, chiropodist, doctor of podiatric medicine, and chiropractor or physiotherapist when orthotics is included in his/her scope of practice.

12. 5. Mastectomy supplies, wigs, and other items listed in the RCMP Benefits Grid are covered at RCMP expense. In some cases, a pre-authorization number must be obtained. The divisional OHSS office should be contacted for further information.

13. Related Supplementary Health Services

13. 1. Psychotherapeutic Services

13. 1. 1. This program offers psychotherapeutic health care benefits and services from psychologists who are licensed by a provincial/territorial regulatory authority for services they deliver.

> NOTE: These services may be dispensed by other mental health professionals when deemed appropriate by the RCMP divisional psychologist.

13. 1. 1. 1. Members must confirm that the provider is registered with the RCMP health claims administrator to provide service to RCMP members. If the provider is not registered, members must consult with the divisional psychologist for direction before obtaining services.

13. 1. 1. 2. Members are encouraged to contact the divisional psychologist to confirm that a particular service provider is able to provide therapy within the scope of practice appropriate to their needs.

13. 1. 1. 3. Access to an approved provider can be facilitated by the member's physician or the divisional psychologist.

13. 1. 1. 4. The services must be provided according to the established fee guide rate with regard to amount charged, frequency of visits, and reporting guidelines.

13. 1. 1. 5. Psychotherapeutic counselling may be used for addiction/dependency therapy. For in-patient treatment at a rehabilitation facility, see App. XIV-1-3, sec. 1.

13. 1. 2. An eligible member is covered for personal or group counselling by an approved psychologist, without a referral, or authorization for a maximum of 6 hours, followed by a further 6 hours per calendar year when pre-authorized by the divisional psychologist.

13. 1. 2. 1. Before pre-authorization may be granted for the subsequent 6 hours, the treating provider must communicate, in writing, with the divisional psychologist using a narrative to establish the current occupational health and safety status of the member.

NOTE: Only the member's portion of group therapy will be paid for by the RCMP.

13. 1. 2. 2. An eligible member may receive further personal psychological treatment if pre-authorized under the OHC level. See ch. XIV.1., sec. 5.

13. 1. 3. An eligible member is covered for the cost of couple or family counselling by an approved psychologist, without a referral, or authorization for a maximum of 6 hours, followed by a further 6 hours per calendar year when pre-authorized by the divisional psychologist.

13. 1. 3. 1. Before pre-authorization may be granted for the subsequent 6 hours, the treating provider must communicate, in writing, with the divisional psychologist using a narrative to establish the current occupational health and safety status of the member.

13. 1. 3. 2. The member must be a regular participant in order for the benefits to be paid for by the RCMP.

13. 1. 4. An eligible member and his/her dependants may receive further couple or family treatments if pre-authorized under the OHC level for the following work-related factors:

13. 1. 4. 1. post-shooting situation, duty at disaster scene, or other operationally-related incident with potential to cause emotional injury;

13. 1. 4. 2. suicide or attempted suicide in the family;

13. 1. 4. 3. relocation by transfer, if reason is other than homesickness;

13. 1. 4. 4. posting to isolated posts;

13. 1. 4. 5. when a member is involved in high-risk duties;

13. 1. 4. 6. during the period a member is in treatment for substance abuse/dependency, or gambling dependency; and

13. 1. 4. 7. when the member is diagnosed with an operational stress injury.

13. 1. 5. Hypnotherapy is covered when it is part of a structured treatment dispensed by an approved psychologist or a licensed physician, whose field of practice includes psychotherapy.

13. 1. 6. Debt counselling to a maximum of $300 as a one-time benefit may be paid for an eligible member in extreme financial hardship or distress, to assist in assessing a request for assistance from the Benefit Trust Fund. See FMM ch. 9.7.

13. 1. 6. 1. Financial counselling for other reasons is not payable at RCMP expense.

13. 1. 7. Psychoanalysis benefits are not covered by the RCMP.

13. 2. Acupuncture, Chiropractic, Massage Therapy, and Physiotherapy

13. 2. 1. General

13. 2. 1. 1. A combined maximum allowance of $4,800 per calendar year, is available to eligible members for acupuncture, chiropractic, massage therapy, and physiotherapy services, outlined in sec. 13.2.2. to 13.2.5.

13. 2. 2. Acupuncture

13. 2. 2. 1. The member must be referred by a licensed physician, for the purpose of pain management or a musculoskeletal medical condition.

13. 2. 2. 2. The services must be performed by a licensed physician, physiotherapist, nurse, chiropractor, or an acupuncturist, in a location where the profession is provincially regulated and the provider is registered with the appropriate licensing body.

> NOTES:
>
> 1. Registered acupuncturists are only available in Quebec, British Columbia, Alberta, Ontario, and Newfoundland and Labrador.
>
> 2. When acupuncture is performed by a duly-licensed physician, a referral is not required.

13. 2. 3. Chiropractic

13. 2. 3. 1. Eligible services include assessment, x-rays, and manipulative treatment.

13. 2. 3. 2. The service must be provided by a licensed chiropractor. A referral is not required.

13. 2. 3. 3. Any service of a non-manipulative nature is excluded.

> NOTE: Requests for coverage under OHC may be considered when treatment is part of a multi-disciplinary approach. The member's chiropractor must provide a treatment plan to the HSO, who will forward it for review to one of the independent chiropractic assessors approved by the DG, OHSB.

13. 2. 4. Massage Therapy

13. 2. 4. 1. The service must be performed by a licensed registered massage therapist. Referral from a licensed physician is required.

NOTE: Requests for coverage under OHC may be considered when the member is participating in a comprehensive rehabilitation program, if the program includes active physiotherapy dispensed at a minimum frequency of twice per week.

13. 2. 5. Physiotherapy

13. 2. 5. 1. The service must be performed by a licensed physiotherapist. A referral is not required.

NOTES:

1. The RCMP does not recognize athletic therapists or kinesiologists as physiotherapy providers.

2. Additional treatments may be covered with a licensed physician's referral. Upon the recommendation of the HSO, the CO may approve these treatments as OHC benefits.

13. 3. Naturopathy

13. 3. 1. Eligible services include consultation and assessment, to a maximum of $1,200 in a calendar year, when provided by a licensed naturopath, in a province/territory where the profession is regulated. A licensed physician's referral is required.

13. 4. Occupational Therapy

13. 4. 1. Services may be covered when pre-authorized by the divisional HSO and provided by a licensed occupational therapist, in a province/territory where the profession is regulated. A licensed physician's referral is required.

13. 5. Osteopathy

13. 5. 1. Treatment to a maximum of $1,200 in a calendar year is covered, when provided by a licensed osteopath, in a province/territory where the profession is regulated. A licensed physician's referral is required.

13. 6. Podiatry/Chiropody

13. 6. 1. Treatment to a maximum of $1,200 per calendar year is covered, when provided by a licensed podiatrist or chiropodist, in a province/territory where the profession is regulated. A licensed physician's referral is required.

13. 7. Speech Therapy

13. 7. 1. Services to a maximum of $1,200 per calendar year are covered, when provided by a licensed speech therapist, in a province/territory where the profession is regulated. A licensed physician's referral is required.

14. Special Medical Equipment

14. 1. When prescribed by a licensed physician and pre-authorized, an eligible member is covered for the cost of various special medical equipment as outlined in the RCMP Benefits Grid, e.g. wheelchairs and accessories, hospital beds, home traction units, blood pressure units and their maintenance.

NOTE: Equipment will not be purchased if it can be obtained without charge or rented at a lesser cost.

14. 2. Special work-adapted furniture may be provided for a disabled member at his/her home unit cost. See the Treasury Board of Canada Secretariat, *Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service, Annex A*.

15. Vision Care

15. 1. General

15. 1. 1. When prescribed by an optometrist or an ophthalmologist, an eligible member is covered for reasonable and customary fees for eyeglasses and contact lenses, to a maximum allowance of $700 bi-annually as follows:

15. 1. 1. 1. one pair of eyeglasses with frames and lenses, including progressive, bifocal, or trifocal as required, treated with scratch-resistant and anti-reflective coatings (see sec. 15.2. and 15.3.);

15. 1. 1. 2. one pair of soft contact lenses and related fitting fees; and

15. 1. 1. 3. disposable contacts.

15. 1. 2. Eyeglass lenses must be impact–resistant glass or plastic, and frames must be moderately styled and sturdy, constructed of non-flammable acetate or metal, and compatible with impact-resistant lenses.

15. 1. 3. Contact lenses must be a clear, plastic, soft type.

15. 1. 4. Prescriptions may be filled by the optometrist or optician of the member's choice, unless other arrangements are specified in his/her division.

15. 1. 4. 1. A copy of the prescription must be submitted with the claim for reimbursement.

15. 1. 5. The costs of examination and refraction are not subject to the maximum allowance identified in sec. 15.1.1., and are eligible for coverage at RCMP expense when performed by an ophthalmologist or optometrist certified to practice in Canada, or, for members posted outside of Canada, in the country of posting. See ch. XIV.1., sec. 6.1.

15. 1. 6. Eyeglass lenses or single-vision soft contact lenses may be replaced in less than 24 months when there is a significant change in prescription, i.e. 0.5 diopters or more. See App. XIV-1-3, sec. 3.

15. 2. Sunglasses

15. 2. 1. With the recommendation of the HSO and prior approval of the CO, the RCMP will pay for sunglasses and tinted lenses, only when prescribed by an ophthalmologist, or when there is no ophthalmologist in the area, a licensed physician, for the following conditions: chronic corneal inflammation, aphakia, cancer of the retina, chronic iritis, or ocular albinism.

15. 3. Exclusions

15. 3. 1. The following are not covered at RCMP expense:

15. 3. 1. 1. prescription photo-chromic or dark-tinted lenses, including frames; or

15. 3. 1. 2. non-prescription sunglasses.

NOTE: Photo-chromic lenses and sunglasses that are not impact-resistant or are more than shade #3 must not be worn when performing operational duties.

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Date Modified: 2015-07-30

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AM - App. XIV-1-3 Occupational Health Care Benefits

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Appendix Amended: 2019-08-20

1. Alcohol, Drug and Gambling Dependency

1. 1. An eligible member is covered for treatment in an alcohol, drug and gambling dependency program in a private rehabilitation facility in Canada with the recommendation of the Health Services Officer (HSO) and the approval of the Commanding Officer/delegate.

NOTES:

1. The treatment program must be considered evidence-based best practice by the RCMP.

2. Private treatment facilities outside Canada may be considered on an exceptional basis and must be recommended by the HSO through the Commanding Officer/delegate and must be pre-approved by the DG, OHSB/delegate. See ch. XIV.1., sec. 1.9.1.

1. 1. 1. Before undergoing dependency program treatment in a private rehabilitation facility, the member must enter into an agreement with the HSO to participate in follow-up care.

1. 2. If a member voluntarily terminates the rehabilitation program before completion of the treatment, in the absence of valid reasons as determined by the Commanding Officer/delegate, in consultation with the HSO and the Director, OHS, the costs of the treatment become his/her responsibility.

1. 3. If the prognosis is considered to be favourable by the HSO under evidence-based best practices, a member is eligible for repeated treatment when there is a relapse.

2. Cosmetic Surgery

2. 1. Cosmetic treatments or therapies in excess of standard Basic Health Care (BHC) that are required as the result of a work injury will be covered when recommended by the HSO and supported by the Commanding Officer/delegate.

3. Vision Care

3. 1. The HSO may pre-authorize a one-time coverage of both eyeglasses and soft contact lenses at the same time, when a member is initially assigned a V3 visual acuity profile.

3. 1. 1. Subsequent replacement will be for either eye glasses or soft contact lenses in a 24-month period.

3. 2. For groups where a second pair of eyeglasses or non-prescription sunglasses may be mandatory, e.g. RCMP pilot duties, international peacekeeping duties and isolated postings, members should submit an expense claim to their unit for the second pair.

3. 3. When recommended by the HSO and pre-approved by the Commanding Officer/delegate, special contact lenses may be provided only when:

3. 3. 1. prescribed for a vision problem not correctable by eyeglasses, such as keratoconus, or irregular corneal astigmatism, or

3. 3. 2. when required to meet medical standards for operational duties.

3. 4. Prescriptions may be filled by the optometrist or optician of the member's choice, unless other arrangements are specified in his/her division.

3. 4. 1. Where applicable, the member will request that the optometrist or optician submit accounts directly to the health claims administrator on the appropriate form supplied by them. See sec. 3.2. for an example of an exception.

3. 5. Corneal laser surgery will be paid for at RCMP expense only if the member meets the following conditions:

3. 5. 1. visual acuity is below the acceptable RCMP standards for operational police work, i.e. V4.;

3. 5. 2. the member's medical profile is V3 but they have a medical condition that prevents the safe and effective regular wear of contact lenses, and the duties to be performed do not permit that safety glasses with temple cable be worn, i.e. undercover duties, air carrier program, explosive technicians, body guards; and

3. 5. 3. the HSO confirms that no other corrective devices can qualify the member for operational police work or the specific duties the member is required to perform.

NOTE: All members will be restricted to non-operational duty immediately after corneal laser surgery. Return to operational duty is conditional upon receipt of a certificate from the member's ophthalmologist stating that healing is complete and that he/she meets the safe visual acuity standard of the RCMP. Laser treatment must be provided for distance correction for both eyes.

3. 6. Operational units will pay for a first and second pair of operationally required eye wear, e.g. divers mask, safety glasses, combat glasses and sunglasses.

3. 6. 1. The only type of operational glasses that OHSS will pay for are prescribed safety glasses with a cable-temple provided to enable a member with a V3 medical profile to perform operational duties.

4. Weight Management

4. 1. A member's eligibility for reimbursement for a weight reduction program must be recommended by the HSO and be approved by the Commanding Officer/delegate, and will be based on a Body Mass Index (BMI) formula. The criteria for reimbursement for treatment is a

BMI > 30 kg/m2 or, in the presence of other risk factors, e.g. hypertension, type 2 diabetes, dyslipedemia, excess visceral fat, a BMI > 27kg/m2.

4. 2. The program must include diet and must be administered by a qualified medical professional, e.g. physician, nurse, psychologist, or registered dietician.

4. 3. Unless medically contraindicated, the weight-reduction program will include an exercise prescription component administered by the Division Fitness Lifestyle Advisor∠(DFLA) or a delegate who is a Certified Exercise Specialist from the Canadian Society of Exercise Physiology or a fitness professional with a university degree in the fields of fitness, exercise physiology, kinesiology or physical activity.

4. 4. As part of a weight reduction program, the RCMP will not reimburse the following treatments:

4. 4. 1. food substitutes; dietary additives; hormone therapy, oral or injected; acupuncture, and vitamins; oral or injected.

4. 5. The RCMP will not pay for a weight control program that consists of visits for periodic weighing or diet counseling or membership to fitness facilities.

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AM - App. XIV-1-4 Dental Plan - Appeal Process

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Directive Amended: 2015-07-30

The content of this appendix is currently under review. For more information, please send an e-mail to OHSB_Health_Benefits_Program.

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Date Modified: 2015-07-30

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AM - ch. XVII.1. Conflict of Interest

Directive Amended: 2014-11-28

For information regarding this policy, contact the Professional Ethics Office, Professional Responsibility Sector at [redacted]

1. Policy
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9. Avoidance of Preferential Treatment
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App. XVII-1-1 Reportable Interpersonal Workplace Relationship Template

1. Policy

1. 1. Employees are expected to uphold the highest ethical standards, and conserve and enhance public confidence in the integrity, honesty, professionalism, compassion, respect, and accountability of the RCMP, as outlined in the RCMP Mission, Vision, and Values (MVV), and the Treasury Board Values and Ethics Code for the Public Sector (VECPS).

1. 2. All RCMP employees must maintain public confidence in the objectivity of the RCMP by preventing and avoiding actual, apparent, or potential conflicts of interest. See the *RCMP Regulations (2014)*, Code of Conduct of the Royal Canadian Mounted Police (Member Code of Conduct) and the Public Service Employee Code of Conduct (ch. XII.13.).

2. Definitions

2. 1. **Commanding Officer (CO)** means:

2. 1. 1. for an employee located in a division, the CO of that division;

2. 1. 2. for an employee posted outside Canada, the DG, International Policing;

2. 1. 3. for an employee at National Headquarters (NHQ), the NHQ CO; or

2. 1. 4. for a CO or for a Deputy Commissioner, the Commissioner or another Deputy Commissioner, as designated by the Commissioner.

2. 2. **Conflict of Interest** means a situation in which a public servant (e.g. RCMP member, PSE) has private interests that could improperly influence or conflict with the performance of his/her official duties and responsibilities, or in which a public servant uses his/her office for personal gain.

2. 2. 1. **Actual Conflict of Interest** means a conflict of interest which exists at the present time.

2. 2. 2. **Apparent Conflict of Interest** means a conflict of interest which could be perceived by a reasonable observer to exist.

2. 2. 3. **Potential Conflict of Interest** means a conflict of interest which could reasonably be foreseen to exist in the future.

NOTE: "Actual" is synonymous with "Real" in terms of the Treasury Board Policy on *Conflict of Interest and Post-Employment*.

2. 3. **Intellectual Property** means inventions, trade-secrets (confidential information), know-how, literary and artistic works (including software), industrial design, and trademarks.

2. 4. **Political activity** means, as outlined in Part 7, *Public Service Employment Act*.

NOTE:RCMP members will adhere to this definition.

2. 4. 1. carrying on any activity in support of, within, or in opposition to, a political party;

2. 4. 2. carrying on any activity in support of, or in opposition to, a candidate before or during an election period; or

2. 4. 3. seeking nomination as or being a candidate in an election before or during the election period.

3. General

3. 1. Unless otherwise excluded through specific legislation, regulations, or Orders in Council, this Directive applies to all individuals who are engaged to perform duties on behalf of the RCMP, and who are appointed under the *RCMP Act* or *Public Service Employment Act*, including, but not limited to: RMs, CMs, Special Constable Members, PSEs, indeterminate and term employees, employees on leave without pay, casual, seasonal, and part-time workers, students participating in Student Employment Programs, and Reservists.

3. 2. Volunteers, auxiliaries, provincial, and municipal employees are to be guided by and are to respect the intent of this Directive while engaged in their duties and activities for the RCMP.

3. 3. Personnel seconded from other police or law enforcement agencies, government agencies, or departments will be held to account through the legislative regime applicable to them and by

the standards set by their employer, unless otherwise established by the agreement outlining the conditions of the secondment. These seconded personnel are to be guided by and are to respect the standards outlined in this Directive and the Treasury Board VECPS, Member Code of Conduct, ch. XII.13., and the MVV.

3. 4. All RCMP employees are reminded that they must:

3. 4. 1. avoid actual, apparent, or potential conflicts of interest between their professional responsibilities and private interests; and

3. 4. 2. act with integrity, fairness and impartiality, and do not compromise or abuse their authority, power or position.

3. 5. To assist employees and supervisors in understanding the requirements found in this Directive, consult the applicable Conflict of Interest Advisor, Public Service Human Resources Advisor, Employee Management Relations Officer, Delegated Manager for Human Resources (DMHR), and personnel in the following areas: Professional Responsibility Unit, National Public Service Labour Relations Directorate, Conduct & Employment Relations Directorate Professional Ethics Office, or the Professional Responsibility Sector.

3. 6. The values and expected behaviours outlined in this Directive are a condition of employment for all RCMP employees. A breach of these values or behaviours will result in employees being held accountable for their actions, and may result in conduct/discipline measures, on a case-by-case basis, up to and including termination of employment. See the Treasury Board Policy on Conflict of Interest and Post Employment.

3. 7. Employees and their supervisors will review annually the requirements outlined in this Directive, or when the employee's duties, position, or personal circumstances change.

3. 8. Information and/or documentation related to this Directive will be collected, used, retained, and disclosed in accordance with existing policies related to employee/personnel records, including: ch. II.15., ch. III.11., and IM ch. IV.4., the *Privacy Act*, and the *Access to Information Act*.

3. 9. Documentation relating to this Directive, including confidential reports, will be retained on the Member or Public Service Employee Conflict of Interest and Post-Employment file in accordance with requirements pertaining to the handling of employee/personnel records. See IM ch. IV.4.

4. Roles and Responsibilities

4. 1. Delegate

4. 1. 1. The DMHR/delegate, who has responsibility over the employee, is the authority regarding conflict of interest.

4. 1. 2. For employees at NHQ or posted outside Canada, the authority is the NHQ DMHR.

4. 1. 3. If the employee is the NHQ DMHR, the authority is the CHRO.

4. 1. 3. 1. If the member is the CHRO, Divisional CO, or a part of the NHQ Senior Executive Committee, the authority is the Commr. or D/Commr./delegate.

4. 2. Employee

4. 2. 1. Annually, evaluate your outside activities, assets, liabilities, and interests related to your current duties, when you change positions or duties, or when your personal situation changes, to ensure you are not in a conflict of interest.

4. 2. 2. Where necessary, engage in discussions with your supervisor or Conflict of Interest Advisor to assist in the assessment of your outside activities, assets, and interests to determine if they may give rise to a conflict of interest related to your duties.

4. 2. 3. If there is any conflict of interest between your duties and private interests, report it to your supervisor.

4. 3. Supervisor/Unit Commander

4. 3. 1. Regularly engage in discussions with all employees to enhance understanding regarding which activities may give rise to a conflict of interest.

4. 3. 2. Review the requirements outlined in this Directive with an employee when his/her position, job requirements, or a change in personal circumstances may result in a conflict of interest.

4. 3. 3. Ensure that all employees are aware of their obligations under this Directive, upon engagement, and annually as part of the annual performance evaluation process.

4. 3. 4. Attempt to resolve any conflict of interest informally, where possible.

4. 3. 5. In exceptional circumstances, when you believe there is an actual, apparent, or potential conflict of interest, consider directing the employee to cease participation in the activity until formal authorization is provided.

4. 4. DMHR

4. 4. 1. Upon receipt of any request to assess and rule on a conflict of interest listed in this Directive, acknowledge receipt in writing and review the request.

4. 4. 2. Generally, within 30 days of receipt, advise the relevant parties of your decision.

4. 4. 3. Involve the employee in determining the appropriate measures to be taken to resolve the conflict of interest, and try to achieve a mutual agreement with the employee while taking into account:

4. 4. 3. 1. the employee's specific duties and responsibilities,

4. 4. 3. 2. the effect on public trust caused by the conflict of interest,

4. 4. 3. 3. the nature of the conflict regarding the feasibility and practicality of the actual or potential measures required to resolve the conflict, and

4. 4. 3. 4. that the conflict of interest is to be resolved in favour of public interest.

4. 4. 4. If necessary, consult the CO where the employee is located.

4. 4. 4. 1. In cases involving members of the officer rank/equivalent, also consult E/ODR.

4. 4. 5. Ensure that the Director, National Public Service Labour Relations Directorate, is consulted on all cases of conflict of interest involving a PSE.

4. 4. 6. Provide quarterly reports detailing instances of conflict of interest, resolutions, and trends, to the CO for employees in their area of responsibility.

4. 4. 6. 1. Forward a copy of this report to the CHRO and Professional Ethics Office, Professional Responsibility Sector.

5. Use of Government Property

5. 1. General

5. 1. 1. The direct or indirect use of, or allowing the direct or indirect use of, government property of any kind, including property leased to the government, for any reason other than officially approved activities, is prohibited.

EXCEPTION: Where other use is authorized by policy or the employee's CO/delegate.

5. 2. Employee

5. 2. 1. Care for public resources in an effective, responsible, and efficient manner.

5. 2. 1. 1. Use government-issued equipment and property only for authorized purposes and activities.

5. 2. 2. Only permit RCMP employees to travel in police transport when it is within the scope of their duties. See TMM ch. 2.5.

5. 2. 2. 1. Passengers are authorized under specific circumstances including, but not limited to: persons essential to RCMP business, wards of the government, official visitors, Auxiliary Constables, Member's spouse or dependents, participants in work experience or the Police Observer Program, persons requiring emergency transport, or when approved by the CO. See ch. I.3. and OM ch. 38.5.

5. 2. 2. 2. Overnight custody of an RCMP vehicle for operational or administrative support requirements must be authorized. See TMM ch. 2.6.

5. 2. 3. Ensure that you use all electronic networks appropriately and for the specific RCMP operational and/or administrative purposes for which they were designed. You are authorized to use RCMP electronic networks to:

5. 2. 3. 1. conduct the business of the RCMP,

5. 2. 3. 2. communicate with authorized individuals or with the public,

5. 2. 3. 3. gather information relevant to your duties, and

5. 2. 3. 4. develop expertise in using such networks. See ch. XI.4., IM ch. II.2., IM ch. II.3., IM App. III-1-2, RCMP Guidelines on Managing Electronic Mail Messages, and Treasury Board's *Policy on the Use of Electronic Networks*.

5. 2. 4. Anything you create or develop while employed by the Government of Canada may be considered Crown property. In certain cases, ownership of the intellectual property, see sec. 2.3., may be re-transferred to the employee. Factors which may determine ownership include:

5. 2. 4. 1. acting within the scope of your duties;

5. 2. 4. 2. using RCMP facilities, equipment, or financial aid; or

5. 2. 4. 3. as a result of, or was connected with, your duties or employment. See ch. I.11.

5. 2. 5. To determine if you are in a conflict of interest regarding intellectual property or in breach of the *Public Servants Invention Act* and *Regulations*, seek advice from the RCMP Intellectual Property Office.

5. 3. Supervisor

5. 3. 1. Ensure that the use of government property under your control meets existing policies and this Directive.

6. Sensitive and Classified Information

6. 1. General

6. 1. 1. Protecting the privacy rights of employees and that of the individuals with whom the RCMP comes in contact is essential to the integrity of the RCMP and to the functioning of all duties and operations that require the gathering of personal information.

6. 2. Employee

6. 2. 1. Abide by the *Security of Information Act*, *Privacy Act*, *Access to Information Act*, the guidelines established under the *Security Manual*, *Informatics Manual*, Treasury Board's *Policy on Government Security* and *Policy on Privacy Protection*, and the Oath or Solemn Affirmation you took when you were hired, by ensuring that information, assets, and services are protected against compromise, unauthorized disclosure, and by protecting the privacy of individuals with respect to personal information which is under the control of the RCMP.

6. 2. 2. A security clearance is required if your duties or tasks require access to classified information, systems, assets, or facilities, including Confidential, Secret, or Top Secret levels. See SM ch. 1.1.

6. 2. 2. 1. A minimum of RCMP reliability status is a prerequisite for a security clearance and is required if your duties or tasks require access to protected information. See SM ch. 1.1.

6. 2. 3. Any sensitive information with which you come into contact during the course of your duties is not to be used in any manner other than for official work-related purposes.

6. 2. 4. Do not disclose the contents of any protected or classified information to anyone who is not authorized to view classified materials, both within and outside of the RCMP.

6. 2. 4. 1. Do not use the information you obtained from these materials to benefit yourself or any other individual.

6. 2. 5. You are prohibited from destroying, altering, falsifying, or concealing a record, or directing anyone to do so, with the intent of obstructing the right of access outlined in the *Access to Information Act* and *Privacy Act*.

6. 3. Supervisor

6. 3. 1. Ensure that all employees are aware of their responsibilities and follow the requirements of applicable legislation and requisite policies governing the management of information and the protection of the privacy of individuals.

6. 3. 2. Ensure that all employees attain and retain the correct security clearance for their corresponding duties.

7. Acceptance and Giving of Gifts

7. 1. General

7. 1. 1. Accepting and giving gifts, discounts, or favours by law enforcement employees may be perceived by the public as establishing a relationship of indebtedness or expectation of indebtedness, even if the recipient and donor have no such expectations.

NOTE: Accepting or requesting a gift or valuable as consideration for cooperation, assistance, or an exercise of influence in an employee's official duties may be a violation of section 120 or 121 of the *Criminal Code*.

7. 2. Employee

7. 2. 1. To maintain objectivity and independence, do not accept gifts, hospitality, or other benefits from anyone as an inducement or reward which may have an actual, apparent, or potential influence on your objectivity in carrying out your official duties and responsibilities or that may, or may appear to, place you or any other employee under any obligation to the donor. See sec. 2.2.

7. 2. 1. 1. In assessing whether to accept a gift, hospitality, or other benefit, on and off duty, you are expected to use your best judgment to avoid a conflict of interest. This includes considering whether accepting the gift, hospitality, or other benefit could negatively affect the public perception of:

7. 2. 1. 1. 1. your ability to impartially perform your duties; and

7. 2. 1. 1. 2. the integrity of the RCMP as an organization.

NOTE: This includes benefits such as free or discounted admission tickets to events, travel or conferences.

7. 2. 2. You may accept unsolicited gifts, hospitality, or other benefits, e.g. community appreciation awards, if it is infrequent, of minimal value, is not an inducement or reward, and does not create a conflict of interest or obligation to the donor.

NOTE: As a general rule, minimal value can be defined as $50 (2013) or a value within accepted or common community practices or standards.

7. 2. 2. 1. This Directive is not intended to limit the existing practice of communities presenting RCMP employees with appreciation awards or gifts of minimal value.

7. 2. 3. Upon receipt of an unsolicited gift or other benefit, at the earliest opportunity, inform your supervisor of the nature of the gift and details surrounding the receipt of the gift, including the likelihood of a conflict of interest.

7. 2. 4. You may give another RCMP employee a gift or reward, if it complies with the following:

7. 2. 4. 1. hospitality approved in accordance with the Hospitality policy. See FMM ch. 9.3.;

7. 2. 4. 2. formal and informal awards presented in accordance with the Honours and Recognition policy. See Part 22; or

7. 2. 4. 3. team building or in the context of regular social activities, as long as there is not an actual, apparent, or potential influence on the recipient's objectivity in carrying out his/her official duties and responsibilities or that may be, or be perceived as, placing him/her under any obligation to the donor.

7. 2. 5. When protocol demands it, giving and/or receiving a gift is acceptable. Be sensitive to different cultures and community practices or standards, particularly when performing official functions overseas or receiving visitors on behalf of the RCMP. Many countries and cultures have varied approaches to gifts, hospitality, and benefits.

7. 2. 5. 1. When dealing with international protocols, contact the International Travel and Visits Branch for advice and direction.

7. 2. 5. 2. Where it would be deemed socially unacceptable or exceptionally difficult to decline an unauthorized gift, hospitality, or other benefit, immediately report the incident to your supervisor.

7. 2. 5. 3. For protocol regarding the purchase of gifts and promotional items for police or community relations, see FMM ch. 7.8.

7. 2. 6. With prior approval, you may accept a gift to assist the RCMP in carrying out one of the following official projects or programs: community relations, public relations, crime prevention, or victim services. See ch. I.4.

7. 2. 6. 1. Be reminded that all consideration received by a member in payment of fines, fees, or other amounts due to Her Majesty in right of Canada or a province, or a municipality, is the responsibility of the member and must be remitted, as soon as possible, in the manner approved by the Commissioner.

7. 2. 6. 1. 1. If you receive fees, costs, remuneration, or commissions above normal pay and allowances, or gifts, awards, and bequests which are in the form of money or converted into money, connected with the performance of your duties, you must remit the funds to the Benefit Trust Fund for administration, see *RCMP Regulations*, sections 49-55.

7. 3. Supervisor

7. 3. 1. Assess the appropriateness of the request to give or receive a gift, hospitality, or benefit, or the receipt of such a gift to ensure that it does not form, or appear to form, an inducement or reward related to the employee's official duties and responsibilities, or does not create a conflict of interest for both the employee and the RCMP.

7. 3. 2. Gifts, hospitality, or benefits of a minimal value from partner agencies, organizations, or communities will not normally create a conflict of interest, and are generally permitted.

7. 3. 3. If the gift, hospitality, or benefit creates a conflict of interest, direct that the gift be rejected, or if already accepted, retained by the department, donated to charity, or deposited into the Consolidated Revenue Fund to the account of the Benefit Trust Fund, as appropriate, in accordance with the *RCMP Act*, sec. 23 and *RCMP Regulations*, sections 49-55. See FMM ch. 9.7.

7. 3. 3. 1. While overseas, it may be more prudent for employees to turn the gift over to the Canadian Embassy staff.

7. 3. 3. 1. 1. If the gift is to be turned over to Canadian Embassy staff, ensure the employee obtains a receipt and documents the transaction.

8. Solicitation of Gifts and Sponsorship

8. 1. General

8. 1. 1. The solicitation of a gift or sponsorship is strictly regulated through policies and directives to ensure that the RCMP is not placed at risk of an actual, apparent, or potential influence on the organization's or employee's objectivity in carrying out official duties and responsibilities. See Sponsorship Program ch. I.4.

8. 1. 1. 1. The solicitation and collection of funds for charitable fundraising purposes outside of the workplace and while on or off duty, other than what is described in the Charities policy, must meet the requirements as outlined in the policy on Outside Employment and Activities and not create an actual, apparent, or potential conflict of interest.

8. 1. 2. The solicitation and collection of funds in government offices or using government premises for charitable fundraising activities must be in accordance with the Charities policy. See ch. I.12.

> NOTE: With the exception of fundraising for officially supported charities as outlined in the Charities policy, RCMP employees are prohibited from canvassing, soliciting, and collecting funds in government offices or using government premises for such activities.

8. 1. 3. Sponsorship relationships should only be sought:

8. 1. 3. 1. when authorized, pursuant to the Sponsorship Program, ch. I.4.

8. 1. 3. 2. with the explicit goal of promoting and enhancing community policing programs and initiatives, and should serve to enhance the image of the RCMP;

8. 1. 3. 3. if the sponsor's public image is positive, reputable, and consistent with the RCMP's mission, vision, and values, and the relationship will not create a conflict of interest; and

8. 1. 3. 4. if the sponsor's activities do not negatively affect or conflict with the broader policies and practices of the RCMP, other government departments, or the Government of Canada.

8. 2. Employee

8. 2. 1. Comply with the policies and directives governing the solicitation of gifts or sponsorship, outlined in this directive and ch. I.4.

8. 2. 2. Before considering a proposal for solicitation of a gift or sponsorship, consult with your supervisor, then divisional or national policy centres, and Strategic Partnerships and Heritage Branch (SPHB), and obtain support before proceeding with the approval process.

NOTE: As an RCMP employee belonging to a law enforcement organization, approaching individuals or private sector organizations for donations may result in misperceptions or feelings of intimidation, contrary to your intentions.

8. 2. 3. If you are a part of a NHQ policy centre, you must advise and consult with personnel of the SPHB regarding a proposed initiative before supporting the proposal.

8. 3. Supervisor

8. 3. 1. Ensure that authorization is obtained for the solicitation of gifts or sponsorship as outlined in ch. I.4.

9. Avoidance of Preferential Treatment

9. 1. General

9. 1. 1. To maintain public trust, RCMP employees must conduct, and must be seen to be conducting, their duties in a fair, objective, and unbiased fashion. This means members and employees are prohibited from granting preferential treatment or advantages to friends, family members, other individuals, or organizations that could give rise to an actual, apparent, or potential conflict of interest.

9. 2. Employee

9. 2. 1. Do not give preferential treatment or advantage to family, friends, or any other person or entity.

9. 2. 2. Avoid hiring or directly supervising members of your family, or any person with whom you have, or have had, a personal relationship, in order to avoid a conflict of interest.

NOTE: A personal relationship is one which is more involved than normal workplace friendships and acquaintances.

9. 2. 2. 1. For supervisor-subordinate interpersonal workplace relationships, see sec. 10.

9. 2. 2. 2. For restrictions concerning posting members who are immediate family members or relatives, where one holds an immediate supervisory position over the other, see CMM ch. 3. sec. 1.1.11.

9. 2. 3. Advise and obtain support of your Unit Commander where hiring or supervising a member of your family, or any persons with whom you have, or have had, a personal relationship, that may cause a conflict of interest.

9. 2. 4. If there is or may be the appearance of extraordinary assistance or disadvantage to any entity or persons, ensure that your Unit Commander is aware and supportive of the actions.

9. 3. Unit Commander

9. 3. 1. Ensure that there is no appearance of preferential treatment or extraordinary assistance, and that there is no conflict of interest in the employment or supervision of a family member, close friend, or any person engaged in a personal relationship relating to the workplace.

9. 3. 1. 1. If necessary, consider remedial action to prevent or eliminate the appearance of preferential treatment that could include transferring one or both of the involved parties, changing the reporting structure, or placing specific conditions on the reporting structure.

10. Interpersonal Workplace Relationships

10. 1. General

10. 1. 1. For the purpose of this section, the following definitions apply:

10. 1. 1. 1. **Reportable interpersonal workplace relationship** means a romantic or sexual relationship or liaison between a:

10. 1. 1. 1. 1. supervisor and a subordinate reporting within the supervisor's regular, special, or temporary span of organizational responsibility or control; or

10. 1. 1. 1. 2. person in a position of authority and another employee.

EXCEPTION: Marriage and co-habitational relationships reported in accordance with ch. II.15., sec. G. and SM ch. 1.7., sec. 3. are not required to be reported under this Directive.

10. 1. 1. 2. **Person in a position of authority** means a person who has the actual or perceived ability, authority or responsibility, whether full-time or temporary, to direct, control, evaluate, or influence the work, workplace, or career of an employee, which include, but is not limited to, situations involving:

10. 1. 1. 2. 1. course instructors, facilitators, recruit field trainers, or coaches;

10. 1. 1. 2. 2. commanders of special-event sites, security operations, or other operational settings;

10. 1. 1. 2. 3. operations involving undercover operators and cover teams, investigative teams, Tactical Troops, Emergency Response Teams, Dive Teams, or any other specialized team or activity;

10. 1. 1. 2. 4. staffing officers/advisors, career managers, Executive/Officer Development and Resourcing (E/ODR) officers; or

10. 1. 1. 2. 5. representation or assistance as part of an employee assistance or representation program.

10. 1. 1. 3. **Manager** means the supervisor or commander next in the chain of command of the supervisor or person in a position of authority or employee involved in a reportable interpersonal workplace relationship, i.e. for the employee, the person above the supervisor or person in a position of authority involved in the interpersonal workplace relationship.

10. 1. 2. Consistent with the VECPS, Member Code of Conduct, ch. XII.13., and sec. 37, *RCMP Act*, this section provides direction to employees on roles and responsibilities relating to the reporting of interpersonal workplace relationships, and applies to all RCMP employees. See sec. 3.1. and 3.2.

10. 1. 3. The RCMP recognizes that employees may develop interpersonal relationships that arise in the workplace.

10. 1. 3. 1. Interpersonal workplace relationships between supervisors or persons in a position of authority and subordinates raise concerns of conflicts of interest, preferential treatment, bias and/or abuse of authority or power in the workplace.

10. 1. 4. The objective of this section is to manage conflicts of interest, ensure public and employee confidence in the integrity and management of the RCMP, provide a safe and respectful workplace, protect employees from abuse of authority or harassment, and support the operational activities and effectiveness of the RCMP. See sec. 2.

10. 1. 5. Volunteers, auxiliaries, provincial and municipal employees, and personnel seconded from other police or governmental agencies or departments are expected to respect the intent of this section while engaged in RCMP duties and activities, and should be provided a copy of this directive by their supervisor.

10. 1. 6. Agreements or memorandums of understanding that involve the secondment or assignment of personnel from other departments or agencies to work with the RCMP should incorporate the requirements of this section.

10. 1. 7. Employees who are temporarily seconded, assigned, or deployed to work in another agency, department, or workplace continue to be subject to the requirements of this section for reporting an interpersonal workplace relationship with an RCMP or non-RCMP employee.

10. 1. 8. Information and/or documentation related to a reportable interpersonal workplace relationship will be collected, used, retained, and disclosed in accordance with policies relating to employee or personnel records, including IM ch. IV.4., ch. III.11., the *Privacy Act*, and the *Access to Information Act*.

10. 1. 9. Documentation relating to a reportable interpersonal workplace relationship will be retained on the applicable conflict of interest file of each employee, depending on the category of employee, in accordance with requirements pertaining to handling of employee/personnel records outlined in sec. 3.8., 3.9., and 10.1.7.

10. 2. Employee

10. 2. 1. If you are involved in a reportable interpersonal workplace relationship:

10. 2. 1. 1. promptly report it in writing to your manager;

10. 2. 1. 2. where applicable, report the termination of that relationship to your manager; and

10. 2. 1. 3. where possible, jointly report the interpersonal workplace relationship with the other employee who is involved. For an outline of the information that should be provided, see App. XVII-1-1.

NOTE: Verbal notification is permitted where there are extenuating circumstances, in which case, documentation will be provided as soon as possible, unless the manager/DMHR directs otherwise.

10. 2. 2. You may report the existence of a reportable interpersonal workplace relationship directly to the DMHR, bearing in mind that the DMHR may have to disclose the information to the manager of the respective employee in order to implement measures for resolving any concerns of conflict of interest, preferential treatment, or bias in the workplace.

10. 3. Supervisor/Person in a Position of Authority

10. 3. 1. You are prohibited from using your position, authority, or the power associated with your role or position to induce or persuade another employee to enter into an interpersonal relationship.

10. 3. 2. You will not take any retaliatory action against a subordinate/employee who has reported a reportable interpersonal workplace relationship.

NOTES:

1. The obligation to report an interpersonal relationship applies only to a reportable interpersonal workplace relationship in existence on, or after April 4, 2013.

2. Non-compliance with the obligation to promptly report a reportable interpersonal workplace relationship may result in conduct/discipline measures being taken.

10. 4. Manager

10. 4. 1. When notified of a reportable interpersonal workplace relationship, verify with the employees involved the nature and extent of the relationship in conjunction with other workplace factors, in order to implement measures for resolving any concerns of conflict of interest, preferential treatment, or bias within the workplace.

10. 4. 2. Where a reportable interpersonal workplace relationship is reported, in consultation with the DMHR, and if necessary, with the employees reporting the relationship, consider what measures, if any, should be taken in the circumstances, such as:

10. 4. 2. 1. reassigning or restructuring duties, functions, responsibilities, or reporting;

10. 4. 2. 2. any other measures to mitigate concerns of conflict of interest, preferential treatment, or bias in the workplace; or

10. 4. 2. 3. where necessary, transferring or deploying one of the employees.

10. 4. 3. If, at any time, you believe that a reportable interpersonal workplace relationship is not consensual, immediately verify with the employee the nature of the relationship, and if you consider that the interpersonal workplace relationship is not consensual, immediately consult with the DMHR and take appropriate action considering the circumstances, which may include:

10. 4. 3. 1. separating the employees within the workplace,

10. 4. 3. 2. facilitating the provision of employee assistance,

10. 4. 3. 3. initiating an harassment or internal investigation process, and/or

10. 4. 3. 4. notifying the police service of jurisdiction.

10. 4. 4. Document the reportable interpersonal workplace relationship and all actions, including the information provided by the employees, and forward the information to the DMHR. See App. XVII-1-1.

10. 5. DMHR/Delegate

10. 5. 1. Provide advice and assistance to managers and employees, where applicable, regarding measures for dealing with information and situations related to a reportable interpersonal workplace relationship.

10. 5. 1. 1. Where required, take the necessary steps to resolve issues or concerns regarding conflict of interest, preferential treatment, and/or bias in the workplace.

11. Employee Assets and Liabilities

11. 1. General

11. 1. 1. Employees are responsible to ensure that their personal assets and liabilities, e.g. publicly traded securities, commodities, interests in partnerships, proprietorships, joint ventures, private companies and family businesses, particularly companies that conduct business with the government, property beyond which is held for private use of the employee and his/her family, or loans, do not create a situation of conflict of interest.

11. 1. 1. 1. A conflict of interest may be inferred between the employee's assets and liabilities and their official duties or the role of the RCMP in a law enforcement environment.

11. 1. 2. Employees whose personal assets and liabilities which may cause a conflict of interest must report them to their DMHR for a formal conflict of interest assessment and determination of appropriate measures.

11. 1. 2. 1. If it is determined that a conflict of interest exists based on the employee's personal assets or liabilities, options to correct the conflict of interest range from simple agreements to avoid the conflict of interest, transferring the employee out of his/her current duty, to full divestment by relinquishment, sale, or transfer.

11. 1. 3. Assets and liabilities may be thoroughly evaluated upon initial application and renewal of employee RCMP security clearances (every ten years for RCMP Reliability and Secret status, and every five years for Top Secret status), to ensure an employee's financial situation does not place the employee or the RCMP at risk.

11. 2. Employee

11. 2. 1. To guard against conflict of interest, evaluate your personal assets and liabilities, annually or when either your duty requirements or financial situation changes and may result in a conflict of interest.

11. 2. 1. 1. Take into consideration the nature of your official duties and characteristics of the assets and liabilities.

11. 2. 2. Ensure that you meet with your supervisor to discuss all your personal assets and liabilities before signing your annual assessment (form 2510 or 3770) to determine if they:

11. 2. 2. 1. are reportable assets and liabilities, which may or may not require that an employee anticipate or receive an economic benefit; or

11. 2. 2. 1. 1. Reportable assets and liabilities may include, but are not limited to, publicly traded securities not managed through units in mutual funds, interest in partnerships, proprietorships, joint ventures, private and family businesses, real property, secured or unsecured loans, or contingent liabilities of any assets described above.

11. 2. 2. 2. may give rise to a conflict of interest; but

11. 2. 2. 3. are not considered exempt assets and liabilities.

11. 2. 2. 3. 1. Exempt assets and liabilities may include, but are not limited to, real property used or intended for use of the employee and their family, household and personal effects, works of art, antiques and collectibles, personal means of transportation, cash and deposits other than foreign currencies held for speculative purposes, annuities and life insurance policies, investments in government securities, or RRSP/RESPs that are not self-directed.

11. 2. 3. Submit to your Unit Commander through a written report to your supervisor, your personal assets and liabilities, within 60 days, of a change in your job requirements or a change in the status of the assets and liabilities, which may give rise to a conflict of interest.

NOTES:

1. Upon receipt of a Letter of Offer, PSEs must complete and return the Treasury Board Confidential Report Form through your supervisor to your Public Service Human Resources Advisor.

2. All other employees must complete and forward form 5142.

11. 2. 4. Do not sell or transfer assets to family members or others for the purpose of circumventing the compliance requirements.

11. 3. Unit Commander

11. 3. 1. Ensure that employee assets and liabilities which may cause a conflict of interest are reviewed and assessed in relation to the employee's duties and the role of the RCMP in a law enforcement environment:

11. 3. 1. 1. when the employee's annual assessment is completed; and

11. 3. 1. 2. when their duty requirements change; or

11. 3. 1. 3. when their financial situation changes.

11. 3. 2. When a conflict of interest has been identified:

11. 3. 2. 1. for PSEs, ensure that the Treasury Board Confidential Report Form is completed and forward it to your Public Service Human Resources Advisor, and

11. 3. 2. 1. 1. Attach a covering memo or e-mail detailing the specific duties of the employee, and how the listed assets or liabilities may give rise to a conflict of interest.

11. 3. 2. 2. for all other employees, forward form 5142 to your DMHR with your comments.

11. 4. Public Service Human Resources Advisor

11. 4. 1. Ensure every PSE Letter of Offer is accompanied by the Treasury Board Confidential Report Form, or a link to the form is included, and that the employee understands his/her obligation in completing the assessment form.

11. 4. 2. Upon receipt of the completed Treasury Board Confidential Report Form, acknowledge receipt in writing and review the materials.

11. 4. 3. Assess the PSE's assets and liabilities to identify any conflict of interest.

11. 4. 3. 1. If it is determined that there may be a conflict of interest, consult with the National Director, National Public Service Labour Relations Directorate, to ensure consistency of application of this Directive, and forward your recommendation to your DMHR for final decision.

11. 5. DMHR

11. 5. 1. If it is determined that a conflict of interest could arise from the employee's personal assets or liabilities and his/her official duties and/or the role of the RCMP in a law enforcement environment, involve the employee in the determination of the appropriate measures to be taken, considering the:

11. 5. 1. 1. employee's specific responsibilities;

11. 5. 1. 2. value and types of personal assets and liabilities involved; and

11. 5. 1. 3. actual costs to be incurred as a result of measures directed or agreed to be taken in order to manage a conflict of interest, as opposed to the potential conflict of interest that it represents.

11. 5. 2. Should divestment of personal assets be required, provide a 120-day diary date for completion.

12. Outside Employment and Activities

12. 1. General

12. 1. 1. The RCMP recognizes that participation in outside employment and activities can be in an employee's and the public's interest; however, it is not permitted if it:

12. 1. 1. 1. creates an actual, apparent, or potential conflict of interest, such as the appearance of interference with the objective performance of the employee's duties;

12. 1. 1. 2. impairs the public perception of the RCMP's ability to meet its law enforcement objectives in an impartial and effective fashion;

12. 1. 1. 3. creates a situation where the employee takes advantage of, or benefits from, information obtained in the course of his/her duties which is not available to the public;

12. 1. 1. 4. impairs the employee's effectiveness in performing his/her duties; or

12. 1. 1. 5. could adversely affect the employee's security clearance. See SM ch. 1.13.

12. 1. 2. The RCMP is obliged to ensure that employees use leave for the purposes for which it was initially granted. This includes the employee's participation in outside employment and/or activities while on leave with or without pay.

12. 1. 3. Employees who receive an outside benefit or income either directly or indirectly from a contract with the Government of Canada are required to report such outside contractual or other arrangements to their supervisor.

12. 1. 4. Authorization for participation in outside employment or activities must be attained from the appropriate DMHR before an employee commences these activities.

12. 1. 4. 1. Authorization may be revoked at any time, based on new information which may indicate a conflict of interest.

12. 1. 4. 2. Outside employment involving a member receiving any remuneration from any federal, provincial, regional, municipal or local government department or agency or any Crown corporation, requires authorization by the Commissioner or delegate.

12. 2. Employee

12. 2. 1. Do not engage in outside employment or activities while on duty, unless authorized to do so by your DMHR.

12. 2. 2. Do not use RCMP assets while engaged in outside employment or activities, unless authorized to do so.

12. 2. 3. Obtain authorization from your DMHR before participating in:

12. 2. 3. 1. a remunerated activity, which means an activity for which you receive, directly or indirectly, personal benefit. This includes, but is not limited to, involvement in a family member's enterprise for which you are not directly compensated for time and/or services;

NOTE: Receipt of a non-recurrent benefit for assisting a friend or relative on a limited, emergency, or seasonal basis is not considered a remunerated activity.

12. 2. 3. 2. an activity, including a voluntary activity, if a conflict of interest exists or could exist;

NOTE: Volunteering or participating in charitable or community-spirited activities or hobbies which are undertaken primarily for pleasure, and do not reflect negatively upon the RCMP, are not generally considered activities that would cause a conflict of interest.

12. 2. 3. 3. an activity which could directly compete with services offered by the RCMP, e.g. providing a service, advice, or consultative direction, which could involve teaching, or could place you in a situation where you may compromise your obligations regarding the disclosure or handling of sensitive and classified information. See sec. 6.;

12. 2. 3. 4. the Canadian Forces Reserve Program; or

12. 2. 3. 4. 1. RCMP duties take precedence if the Canadian Forces call a member for duty or extended training. See Queen's Regulations and Orders for the Canadian Forces, ch. 9.

12. 2. 3. 4. 1. 1. A member may request special leave without pay (LWOP) to go on extended Canadian Forces training or duty. For Canadian Forces Reserve training or deployment, see ch. 20.3. and ch. 20.4.

12. 2. 3. 4. 2. PSEs may be granted leave with or without pay to participate in Canadian Forces Reserve duties. See PSM ch. 2.9., sec. 2.4.

12. 2. 3. 5. any outside employment or activity, listed in sec. 12.2.3.1. to 12.2.3.4., while off-duty due to injury or illness, or LWOP.

12. 2. 4. Implement the recommendations or directions of your DMHR.

12. 2. 5. While participating in an authorized outside employment or activity, if you:

12. 2. 5. 1. are concerned about a conflict of interest, immediately consult your supervisor and, if required, re-submit an approval request form. See sec. 12.3. and/or 12.4.; or

12. 2. 5. 2. believe you are in a conflict of interest, immediately cease the activity and advise your supervisor. You may re-submit your approval request form documenting the new information. See sec. 12.3. and/or 12.4.

12. 3. Employee Other Than a PSE

12. 3. 1. An employee other than PSE includes, but is not limited to: an RM, CM, Special Constable Member, Reservist, and a casual, seasonal, and part-time employee.

12. 3. 2. Follow the requirements outlined in sec. 12.2.

12. 3. 2. 1. As a member appointed to a rank in the RCMP, an RM is prohibited from participating in the following outside activities:

12. 3. 2. 1. 1. work of any kind related to the adult-entertainment industry, including the commercial production or public distribution of pornographic materials, or work in an escort agency;

12. 3. 2. 1. 2. bill collector, process server, or bailiff;

12. 3. 2. 1. 3. activities, such as teaching, lecturing, providing advice, service, or consultative direction which would result in the disclosure of confidential police methods, operations, techniques, or information;

12. 3. 2. 1. 4. insurance adjustor or investigator;

12. 3. 2. 1. 5. work of any kind related to a licensed public premises or other business for which the primary purpose is to serve, sell, buy, or deliver alcoholic beverages or gaming; or

12. 3. 2. 1. 6. motor vehicle collision investigator or assessor.

12. 3. 2. 2. While on LWOP or while pay is stopped, an RM may, subject to approval, engage in any outside employment or activity listed above, except those outlined in sec. 12.3.2.1.1. or 12.3.2.1.3.

12. 3. 2. 3. An RM may, subject to approval, engage in any outside employment or activity listed above, except those outlined in sec. 12.3.2.1.1. or 12.3.2.1.3.

12. 3. 2. 4. A CM is prohibited from participating in the following outside activities:

12. 3. 2. 4. 1. own, operate or be an employee of any adult-entertainment business, including the commercial production or public distribution of pornographic materials, or work in an escort agency; or

12. 3. 2. 4. 2. activities which would result in the disclosure of confidential police methods, operations, techniques, or information.

NOTE: Although a CM is not prohibited from participating in activities outlined in sec. 12.3.2.1.2., or 12.3.2.1.4. to 12.3.2.1.6., authorization must be obtained before undertaking these activities as outlined in sec. 11.1.3.

12. 3. 2. 5. A member requires authorization for the following outside activities before participation:

NOTE: The following list is not exhaustive and a conflict of interest may occur in other activities.

12. 3. 2. 5. 1. any occupation which requires the employee to be armed;

12. 3. 2. 5. 2. work of any kind as a peace officer for another police department or agency, or involving the enforcement of statutory or regulatory provisions under any laws of general application in force within or outside of Canada including, without limiting the generality of the foregoing, work as a game or park warden, forest ranger, conservation and wildlife officer, road building, liquor inspector, or bylaw officer;

12. 3. 2. 5. 3. firefighter or paramedic;

12. 3. 2. 5. 4. legal representative, advisor, or agent in legal proceedings;

12. 3. 2. 5. 5. paralegal;

12. 3. 2. 5. 6. private security business, including security guard; or

12. 3. 2. 5. 7. private investigator.

12. 3. 3. Forward Form 5078 to your Unit Commander through your supervisor.

12. 3. 4. A member who chooses to participate as a candidate for election to the position of staff relations representative (SRR) or staff relations sub-representative must declare to the election committee any outside employment or activity, even if it was previously reported. See ch. XVI.

12. 3. 5. While on approved absence due to illness or injury, a member may, subject to approval as outlined in sec. 12.2., engage in any outside employment or activity that is not prohibited, and must also meet the requirements as outlined in the policy on Sick Leave. See ch. 19.3.

12. 4. PSE

12. 4. 1. In addition to requirements outlined in sec. 12.2. for authorization to participate in an outside employment or activity, complete and forward the Treasury Board Confidential Report Form to your Unit Commander through your supervisor.

12. 5. Unit Commander

12. 5. 1. When you receive a request from an employee to participate in an outside employment or activity:

12. 5. 1. 1. for a PSE, ensure that the Treasury Board Confidential Report Form is completed and forward it to your Public Service Human Resources office.

12. 5. 1. 1. 1. Attach a covering memo or e-mail commenting on the employee's specific duties and the benefits and risks of participating in the outside employment or activity, including potential public perception to this participation; and

12. 5. 1. 1. 2. any steps to be taken to mitigate the risks.

12. 5. 1. 2. For all other employees, forward Form 5078 to your DMHR with your comments.

12. 5. 1. 2. 1. Ensure your comments include information required in sec. 12.5.1.1.1. and 12.5.1.1.2.

12. 5. 2. In exceptional circumstances, when you believe there is a conflict of interest, consider directing the employee to cease participation in the outside employment or activity until authorization has been attained.

12. 6. Public Service Human Resources Office Personnel

12. 6. 1. Upon receipt of the Confidential Report Form, acknowledge receipt to the employee in writing and review the information provided.

12. 6. 2. Assess the employee's current duties and proposed outside employment or activity to identify any conflict of interest.

12. 6. 2. 1. If you determine that there may be a conflict of interest, consult with the National Director, National Public Service Labour Relations Directorate, to ensure consistency of the application of this Directive; and

12. 6. 2. 2. forward to the DMHR your recommendation for approval, mitigation of a conflict of interest, or denial of outside employment or activities.

12. 7. DMHR

12. 7. 1. Ensure that the National Director, National Public Service Labour Relations Directorate, is consulted on all cases of conflict of interest involving a PSE.

12. 7. 2. In consultation with the Departmental Security Officer, ensure that there is no conflict of interest or security issue related to outside employment and activities.

12. 7. 3. Involve the employee and his/her Unit Commander in the determination of the appropriate measures to be taken to allow the outside activity, to reduce the risk of a conflict of interest.

12. 7. 3. 1. If you determine that there is a conflict of interest which cannot be mitigated, decline approval in writing.

12. 7. 4. If outside employment involves a member receiving any remuneration from any federal, provincial, regional, municipal or local government department or agency or any Crown corporation, requires authorization by the Commissioner or delegate.

12. 7. 5. To ensure conditions of the approved outside employment or activity have not changed and that a conflict of interest has not developed, establish an internal process to review all approvals under this Directive annually.

12. 7. 5. 1. If circumstances have changed, direct the employee to re-submit an approval request Form 5078. See sec. 12.3. or 12.4.

13. External Board of Directors

13. 1. General

13. 1. 1. An RCMP employee may be expected to serve on, or be a member of, a board of directors or other executive body of an organization, society, or association external to the RCMP in relation to his/her official duties.

13. 1. 2. While participating on an external board of directors is beneficial to the RCMP and the public, it is important to ensure that there is no appearance of undue benefit to the external organization through an RCMP employee's participation.

13. 1. 3. An RCMP employee may be asked to serve on, or be a member of a board of directors or other executive body of an organization, society, or association external to the RCMP, which is not, associated to his/her official duties. Although this participation is on the employee's own time and is not officially associated with the RCMP, it may also lead to an actual, apparent, or potential conflict of interest.

13. 2. Employee

13. 2. 1. Before you participate on, or become a member of, a board of directors or other executive body of an organization external to the RCMP, submit a written request to your Unit Commander through your supervisor.

13. 2. 1. 1. If you are:

13. 2. 1. 1. 1. a PSE, complete and forward the Treasury Board Confidential Report Form to your Unit Commander through your supervisor.

13. 2. 1. 1. 2. an employee other than a PSE, complete and forward Form 5078 to your Unit Commander through your supervisor.

13. 2. 2. If you serve on a board of directors, you are required to continue to respect the provisions of the Treasury Board VECPS, *RCMP Act*, Member Code of Conduct, ch. XII.13., the Treasury Board *Policy on Conflict of Interest and Post-Employment*, and this Directive, as applicable.

13. 2. 3. If the board of directors on which you are participating is involved with, or requesting you to become involved with, any of the following, you must remove yourself from the discussion, refrain from voting on these activities, and discuss with your supervisor your continued participation on the board:

13. 2. 3. 1. lobbying the RCMP or Government of Canada;

13. 2. 3. 2. representing the organization in dealings with the RCMP or Government of Canada;

13. 2. 3. 3. taking advantage of information that is obtained in the course of your official duties in the RCMP and that is not generally available to the public; or

13. 2. 3. 4. providing assistance, beyond providing publicly available knowledge, to the organization in their efforts to obtain funds from the RCMP or the Government of Canada.

13. 2. 4. Do not sit on a board of directors, unless authorized, and ensure that membership does not interfere with your duties.

13. 2. 5. If you participate on a board of directors as part of your official duties, ensure that you do not appear to be benefiting from this membership, and that you do not accept any remuneration or any honorarium, gift, or other benefit for your participation.

13. 2. 5. 1. In compliance with sec. 7. of this Directive, ensure that the RCMP pays for all expenses related to your official duties as a member of a board of directors.

13. 2. 6. In your role as a member of a board of directors, be aware that any correspondence you receive at work, including e-mail, is subject to the *Access to Information Act* and *Privacy Act*, which may be detrimental to the effective functioning of the external entity and a violation of any confidentiality agreement you signed with the board.

13. 3. Unit Commander

13. 3. 1. When you receive a request from an employee to participate on a board of directors or other executive body, follow procedures outlined in sec. 12.5.

13. 4. Public Service Human Resources Office Personnel

13. 4. 1. Upon receipt of the Confidential Report Form, see sec. 12.6.

13. 5. DMHR

13. 5. 1. For a request from an employee to participate on an external board of directors or other executive body, follow procedures outlined in sec. 12.7.

13. 5. 2. Ensure that no conflict of interest can be inferred from the employee's participation on an external board of directors and his/her official duties for the RCMP.

14. Political Activities

14. 1. General

14. 1. 1. Impartiality is a key component of public trust which is crucial for RCMP employees in fulfilling their duties of keeping Canadians safe and secure.

14. 1. 2. Participation in political activities may result in actual, apparent, or potential conflicts of interest which may have a detrimental effect on the impartiality of the employee participating in these activities, or on the RCMP.

14. 1. 3. Participation in political activities by RCMP employees is governed by a broad range of legislation and internal policy directives, including: the VECPS, Member Code of Conduct, ch. XII.13., *Public Service Employment Act*, and the PSM ch. 2.3., as applicable.

14. 1. 4. The Commissioner and all members holding any of the following ranks, officer equivalent level designations, or positions, namely deputy commissioner, assistant commissioner or chief superintendent, CO, director general or criminal operations officer, are prohibited from participating in political activities.

EXCEPTION: The Commissioner and members holding the ranks, officer equivalent level designations, or positions referred to in sec. 14.1.4. may, on behalf of the RCMP, present information regarding the provision of policing services by the RCMP pursuant to municipal, provincial or territorial policing contracts when the provision of such services is the subject of a direct vote by the population.

14. 2. Employee

14. 2. 1. Depending on your category of employment, you may engage in a political activity while off duty as long as it does not impair, or is not perceived by others as impairing, your ability to perform your duties in an impartial manner.

14. 2. 1. 1. To ensure public perception of impartiality, you must inform your supervisor and obtain permission to participate in a political activity and obtain LWOP granted for that purpose, depending on the activity. For requirements specific to your category of employment, see sec. 14.3. to 14.5.

14. 2. 1. 1. 1. Political activity can be divided into three categories: activities in support of, or in opposition to, a political party or candidate; seeking nomination as, or being, a candidate; and occupying a position as an elected official.

14. 2. 2. As long as you do not represent yourself or your opinions as those of the RCMP, you may engage in certain political activities in support of, or in opposition to, a political party or candidate. Examples of this kind of activity can include: joining political parties, contributing funds, attending political party events, supporting a political party or candidate by displaying materials, or expressing personal views or opinions.

14. 2. 3. If you are considering participation in any political activity, you are encouraged to discuss your plans with your supervisor and seek guidance to assess whether a particular activity could impair, or be perceived as impairing, your ability to perform your duties in an impartial manner.

14. 2. 3. 1. Consider consulting your: Human Resources Advisor, Labour Relations Representative, Conflict of Interest Advisor, DMHR, Public Service Labour Relations Directorate or the Professional Ethics Office, or the Public Service Commission website.

14. 2. 4. While participating in political activities, do not compromise ongoing investigations, or indicate that your opinions or comments are made on behalf of the RCMP.

14. 2. 4. 1. Only disclose your rank or level, position, and work experience in the RCMP.

14. 2. 5. Do not use RCMP facilities and resources to support political activities.

14. 3. PSE

14. 3. 1. You are required to obtain permission from the Public Service Commission to seek nomination or stand as a candidate in a federal, provincial, territorial, or municipal election. See Public Service Staffing Policies and Programs, *Public Service Employment Act*, and PSM ch. 2.3., sec. 5. and ch. 2.9., sec. 2.2.

14. 3. 2. You may only make public your intention to be a candidate and undertake candidacy related activities after the Public Service Commission has granted permission and LWOP for the duration of the election period, for federal, provincial, or territorial elections.

14. 3. 3. To participate as a candidate or to undertake candidacy related activities for municipal elections, the Public Service Commission may require you to take LWOP.

14. 3. 4. Complete the Public Service Commission Request for Permission – Federal, Provincial and Territorial Candidacy or Municipal Candidacy form.

14. 3. 4. 1. Forward the completed form, through your supervisor, to your Unit Commander to the RCMP Designated Political Activities Representative.

14. 3. 4. 2. To ensure a timely decision, the Public Service Commission must receive your completed Request for Permission form no later than 30 days before the date on which you require a decision.

14. 3. 4. 2. 1. You cease to be an employee on the day you are declared elected in a federal, provincial, or territorial election. See *Public Service Employment Act*.

14. 3. 4. 2. 2. If you are declared elected in a municipal election, the Public Service Commission may require you to take LWOP or cease to be an employee. See *Public Service Employment Act*.

14. 4. RM

14. 4. 1. Where LWOP has been approved for political activities, you may participate in political activities which include: running for nomination, standing as a candidate for a federal, provincial, or territorial election, election for the council of a regional, municipal, or local government, or the council or governing body of a Band or First Nation, or for the leadership of a political party.

14. 4. 2. You may only solicit or receive funds for political purposes while on LWOP granted for that purpose.

14. 4. 3. For approval of LWOP required in sec. 14.4.1. and 14.4.2, forward Form 5078 through your supervisor to your Unit Commander, to the CO.

14. 4. 4. Annual leave, RTO, and LTO cannot be used for political activities when LWOP is warranted.

14. 4. 5. An application for LWOP will be granted, subject to operational requirements.

14. 4. 6. When assuming the duties as an elected official:

14. 4. 6. 1. in a federal, provincial, or territorial election or becoming the leader of a political party, you must notify the CO, in writing, and you must retire or resign before assuming such duties; or

14. 4. 6. 2. of a council of a region, municipality, or local government, or council or other governing body of a Band or First Nation, you must notify the CO, in writing.

14. 4. 6. 2. 1. If the CO determines your duties of elected office, as outlined in sec. 14.4.6.2., cause a conflict of interest, he/she will notify you of this determination in writing.

14. 4. 6. 2. 1. 1. Within five days of receiving the notice, you must inform the CO, in writing, of the corrective measures you intend to take to address the conflict of interest.

14. 4. 7. Unless performing a specific duty on behalf of the RCMP, a member in uniform or on duty will not attend a political meeting or take part in any social activity in relation to a political issue, party or candidate.

14. 5. CM, Reservist, or Employee Not Covered by Sec. 14.3. (PSE) or Sec. 14.4 (RM)

14. 5. 1. You are required to obtain approval from the DMHR to participate in political activities involving running for nomination, standing as a candidate for a federal, provincial, or territorial election, election for the council of a regional, municipal, or local government, election for the council or governing body of a Band or First Nation, or for the leadership of a political party by using Form 5078.

14. 5. 2. You may only make public your intention to be a candidate and undertake candidacy-related activities after receiving approval from the DMHR and LWOP is approved.

14. 5. 2. 1. To participate as a candidate or to undertake candidacy related activities for election for federal, provincial, or territorial elections, or for the leadership of a political party, LWOP is required.

14. 5. 2. 2. To participate as a candidate or to undertake candidacy related activities for election for the council of a regional, municipal, or local government, or the council or governing body of a Band or First Nation elections, the CO may require you to take LWOP.

14. 5. 3. For approval of LWOP, forward your request, through channels to the CO.

14. 5. 4. Annual leave, RTO, and LTO cannot be used for political activities when LWOP is warranted.

14. 5. 5. An application for LWOP will be granted, subject to operational requirements.

14. 5. 6. You may only solicit or receive funds for political purposes, once you have attained approval to participate in an outside activity. See sec. 11.

14. 5. 7. When assuming duties as an elected official:

14. 5. 7. 1. in a federal, provincial, or territorial election or becoming the leader of a political party, you must notify the CO, in writing, and you must retire or resign before assuming such duties; or

14. 5. 7. 2. of a council of a region, municipality, or local government, or council or other governing body of a Band or First Nation, you must notify the CO, in writing.

14. 5. 7. 2. 1. If the CO determines your duties of elected office, as outlined in sec. 14.5.7.2., is a conflict of interest, he/she will notify you of this determination in writing.

14. 5. 7. 2. 1. 1. Within five days of receiving notice, you must inform the CO, in writing, of the corrective measures you intend to take to address the conflict of interest.

14. 6. Unit Commander

14. 6. 1. Upon receipt of a request from an employee to participate in political activities, or a notification by the employee that they have been elected to office, forward the appropriate form, with your comments, to the RCMP Designated Political Activities Representative, DMHR, or CO, as applicable. See sec. 14.3., 14.4. and 14.5.

14. 6. 1. 1. Ensure your comments include:

14. 6. 1. 1. 1. the benefits and risks associated with the employee's participation in political activities;

14. 6. 1. 1. 2. the steps to be taken to mitigate any risks; and

14. 6. 1. 1. 3. forward a copy of the request or notice to your DMHR.

15. Post-Employment

15. 1. General

15. 1. 1. Without unduly restricting an employee's ability to seek other employment opportunities, all employees are responsible for avoiding or preventing the possibility of an actual, apparent, or potential conflict of interest between their most recent responsibilities in the RCMP and/or federal public service and their subsequent employment outside the RCMP. See the Treasury Board *Policy on Conflict of Interest and Post-Employment* and Application Guide for Post-Employment.

NOTE: Compliance with these post-employment provisions is intended to protect employees and their new employers from allegations concerning preferential treatment, privileged access to officials, or use of information not generally accessible to the public.

15. 1. 2. Situations of post-employment activities which may lead to conflict of interest including, but are not limited to:

15. 1. 2. 1. appointment to a board of directors of, or employment with, private entities with which the employee had significant official dealings during the period of one year immediately before the termination of his/her service;

15. 1. 2. 2. making representation to any government organization on behalf of persons or entities outside of the RCMP which the employee had significant official dealings, during the period of one year immediately before the termination of his/her service; or

NOTE: Official dealings outlined in sec. 15.1.2.1. and 15.1.2.2. may either be directly on the part of the employee or through his/her subordinates.

15. 1. 2. 3. providing advice to clients or new employers using information that is not publicly available concerning RCMP programs or projects.

15. 1. 3. An employee found to be in a conflict of interest between his/her duties and post-employment activities may be subject to a one-year limitation period after leaving the RCMP.

NOTE: The one-year limitation period restricts a former employee's ability to accept post-employment activities which may lead to a conflict of interest situation, as outlined in sec. 15.1.2. See the Treasury Board Policy on Conflict of Interest and Post-Employment and Application Guide for Post-Employment.

15. 1. 4. An employee or former employee may apply to his/her DMHR for a written waiver or reduction of the limitation period.

15. 1. 4. 1. The criteria for determining the grounds for a waiver include: circumstances of the termination of service, significance of government information possessed by the employee, desire to transfer that knowledge to the private sector, potential for unfair advantage for a private-sector entity, and level of authority or influence the employee held in the RCMP.

15. 1. 5. An employee accepting post-employment outside of the Government of Canada while still employed in the public service, e.g. on retirement leave, must comply with sec. 12.

15. 2. Employee

15. 2. 1. You are reminded of the Oath of Secrecy where you swore or affirmed not to disclose any knowledge or information acquired in the course of your employment. See form A114B and 5764.

15. 2. 2. Assess and disclose to your supervisor all firm offers or acceptance of outside employment which could place you in a position of a conflict of interest.

15. 2. 3. If you believe you are or may be in a conflict of interest between your most recent responsibilities with the RCMP and your subsequent employment outside the RCMP, forward the details of this conflict, in writing, through your supervisor to your Unit Commander, and where appropriate, seek a written waiver or reduction in the limitation period where a conflict of interest exists.

15. 3. Unit Commander

15. 3. 1. Assess all retiring employee situations to determine if there is a possibility of a conflict of interest between their most recent responsibilities for the RCMP and the federal public service, and their subsequent employment outside the RCMP.

15. 3. 2. Forward to your DMHR all written requests that you determine may be a conflict of interest, for assessment of post-employment conflict of interest and consideration for a waiver or reduction of the limitation period detailing:

15. 3. 2. 1. for whom the retiring employee intends to work and what relationship that entity has with the RCMP and government; and

15. 3. 2. 2. what the retiring employee's duties were in the year leading up to retirement and how that information may place the new employer and the RCMP in a conflict of interest.

15. 4. DMHR

15. 4. 1. For guidance in assessing post-employment conflict of interest and the need for a one-year limitation period, see the Treasury Board Policy on Conflict of Interest and Post-Employment and Application Guide for Post-Employment and this Directive.

References

- Chapter I.4., Sponsorship Program
- Chapter XII.13., Public Service Employee Code of Conduct
- PSM ch. 2.3., Conduct
- *Public Servants Disclosure Protection Act*
- Treasury Board Directives
- *RCMP Regulations, 2014 (Member Code of Conduct)*
- VECPS
- PSEA

Date Modified: 2014-11-28

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Deleted Bulletin

Please note this bulletin has been deleted.

To update this link on the previous page, please contact the policy centre, whose information is at the top of the policy.

To return to the previous page, please use the back button on your browser.

Date Modified: 2018-11-01

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AMM - ch. 1.1. Asset Management Principles

Directive Amended: 2011-02-22

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management at [redacted]

1. Policy

1. Policy

1. 1. Assets will only be procured and maintained to serve program needs and will be disposed of when they are at the end of their life cycle or are no longer operationally suitable.

1. 2. Assets will be managed according to the principles of life-cycle management which includes the following phases: planning, acquisition, operations and maintenance and disposal.

1. 3. The RCMP will optimize the productivity and use of assets over their life cycle.

1. 4. The directives included in this manual apply to all RCMP assets including: real property, information technology/systems, communications equipment, aircraft, vehicles, marine vessels, and other movable assets.

1. 5. Subject to the precedence of program requirements and respect for financial balance, RCMP assets will be designed and managed according to the RCMP's sustainable development principles, and environmental policies and the Government's Code of Environmental Stewardship.

1. 6. In order to ensure that assets support the priorities and needs of the RCMP, asset planning will be guided by the various "vision" and priority documents issued by the RCMP.

1. 7. RCMP programs are governed by Treasury Board policies. If any RCMP directive or process is inconsistent with Treasury Board policy, the latter will prevail.

1. 8. The RCMP will maintain and exercise clearly defined authorities and clear lines of accountability for the planning, acquisition, operation and maintenance and disposal of assets.

1. 9. The acquisition of assets will be carried out through an integrated, rational and consistent decision-making process that takes into account the priorities across all business lines, cost-effectiveness and the impact on programs and human resources to ensure that resources are allocated efficiently. Decisions related to the acquisition of major assets will be based on business case analyses.

1. 10. The RCMP will adopt an integrated approach to managing risk in the planning, acquisition and management of its assets. See Treasury Board of Canada Secretariat Framework for the Management of Risk.

1. 11. The RCMP will be guided by the RCMP Security Policy in its asset management activities, particularly in the requirement to carry out Threat and Risk Assessments on its assets.

1. 12. In the operation and maintenance of its assets, the RCMP will comply with legislated health, safety and environmental standards and with Treasury Board policies.

References

Date Modified: 2011-02-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AMM - ch. 1.2. Organization and Responsibilities

Directive Amended: 2008-10-21

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. Finance Subcommittee of SEC
3. National Headquarters Policy Centers
4. Asset Policy Centers
5. Regions
6. Employees

App. 1-2-1 Asset Category Responsibilities

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1. Policy

1. 1. Policy centers and regions are responsible for the planning, acquisition, operation, maintenance and disposal of capital and non-capital assets in accordance with the allocation of responsibilities outlined in this chapter.

1. 2. Under the direction of the Minister responsible for the RCMP, the Commissioner has overall responsibility for the planning, acquisition, management and disposal of capital and non-capital assets used by the RCMP.

1. 3. The Chief Financial and Administrative Officer (CFAO), Corporate Management and Comptrollership (CM&C) is responsible for the overall management and RCMP-wide coordination of asset management services including long term capital planning, acquisition, operation, maintenance and disposal of assets. This responsibility is shared with the CIO for informatics related assets.

1. 4. The Deputy Commissioner, Operations has overall responsibility for the definition of all asset-related program requirements. This responsibility is delegated by the Deputy Commissioner Operations to the specific policing business lines.

1. 5. The RCMP specific operational policing services, e.g. Community, Contract and Aboriginal Policing Services (CCAPS), Federal and International Operations Services, Protective Policing Services, Technical Operations, National Police Services, Criminal

Intelligence Operations, have responsibility, in consultation with the asset policy centers described in App. 1-2-1, for the development of standards and specifications of asset requirements.

2. Finance Subcommittee of SEC

2. 1. The Finance Subcommittee of SEC assists the CFAO, CM&C, the CIO and the Commissioner with RCMP-wide managerial and custodial responsibilities for all capital assets by:

2. 1. 1. approving the allocation of capital funds to specific policy centers;

2. 1. 2. approving the re-allocation of funds from one asset category or policy center to another, in consideration of overall priorities;

2. 1. 3. approving priority ranking systems and analysis methodologies and ensuring the quality of project analysis;

2. 1. 4. providing advice on current and multi-year investment and resource decisions related to the acquisition, renovation, transfer, sale and non-routine disposal of capital assets;

2. 1. 5. approving the RCMP Investment Plan (IP) including the priority, sequencing and funding of projects and also including those projects that require TBS approval; and

2. 1. 6. approving the current year capital program for all asset categories.

3. National Headquarters Policy Centers

3. 1. Assets and Procurement Branch (A&PB) has RCMP-wide responsibility for:

3. 1. 1. developing long term investment strategies and capital plans;

3. 1. 2. developing frameworks, processes and policies for the planning, decision making and approval, operation, maintenance and disposal of all capital and non-capital assets;

3. 1. 3. developing asset-related environmental directives and guidelines;

3. 1. 4. providing policy advice and guidance, training and professional development related to asset management;

3. 1. 5. providing real property, facility management and fleet services to National Headquarters operations;

3. 1. 6. finalizing, in consultation with Finance Branch, TB submissions for project approval and validating of business cases and cost estimates used in the preparation of submissions;

3. 1. 7. developing corporate procurement plans and providing advice related to procurement and contracting;

3. 1. 8. developing directives and guidelines on procurement of goods and services and general contracting;

3. 1. 9. delivery of national acquisition programs;

3. 1. 10. training and professional development related to procurement and contracting;

3. 1. 11. procurement activities in support of National Headquarters operations. Developing, in conjunction with the regions, procurement related TB submissions and forwarding these to Finance Branch for processing;

3. 1. 12. guiding regional activities; and

3. 1. 13. the additional asset category responsibilities outlined in App. 1-2-1.

3. 2. Corporate Finance Branch has RCMP-wide responsibility for:

3. 2. 1. providing funds to other policy centers and regions for the procurement of goods and services in accordance with direction from the Finance subcommittee of SEC;

3. 2. 2. developing directives and guidelines including tracking and recording of the financial aspects of assets;

3. 2. 3. reporting and internal control;

3. 2. 4. coordination, quality assurance and internal processing for Ministerial approval of TB submissions; and

3. 2. 5. guiding regional activities.

4. Asset Policy Centers

4. 1. The policy and program accountabilities for the life cycle management of RCMP assets are shared across the various asset policy centers. Each RCMP policy center is responsible for asset-specific policy-related program activities, including, but not limited to, the following:

4. 1. 1. long term capital planning and prioritization of projects within the Investment Plan;

4. 1. 2. allocating assigned funds in accordance with priorities and in accordance with budgeting and investment decision-making frameworks and policies;

4. 1. 3. developing standards and specifications, in consultation with stakeholders;

4. 1. 4. training and professional development;

4. 1. 5. development, publication and communication of asset-specific management policies and best practices;

4. 1. 6. inventory management, performance monitoring, and stewardship of assets throughout their life cycle; and

4. 1. 7. aligning policy, standards and specifications with strategic priorities.

4. 2. For asset category responsibilities, by policy center, see App. 1-2-1.

5. Regions

5. 1. Regional D/Commrs. are responsible for establishing asset management units charged with the life cycle management of regional assets and supporting National Headquarters in the management of all RCMP assets.

5. 2. Regions are responsible for the planning, acquisition, operation, maintenance and disposal of assets, in accordance with the RCMP policies, directives and guidelines.

5. 3. Regions are responsible for developing capital and asset management plans for their regions and for providing information required for the development of RCMP-wide long term capital and acquisition plans.

5. 4. Regions are responsible for inventory management and performance monitoring of all assets within their regions.

5. 5. Regions, in consultation with A&PB, are responsible for the development of business cases to support TB submissions and for the preparation of a complete draft of proposed TB submissions.

6. Employees

6. 1. All RCMP employees are responsible for:

6. 1. 1. stewardship of assets assigned to them, including safe use, normal care and maintenance; and

6. 1. 2. providing information to maintenance or administrative staff as appropriate, regarding necessary repairs to assets assigned to them and assets used in the course of their work.

References

Date Modified: 2008-10-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AMM App. 1-2-1, Asset Category Responsibilities

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Directive Amended: 2006-01-19

Asset Category	Policy Center
Real Property and Facility Management	A&PB
Land Transportation	A&PB
Marine Transportation	A&PB
Air Transportation	Air Services Br.
Laboratory Equipment	FLSD
Information Technology and Equipment	CIO
Radio/Communication and Equipment	CIO
Uniform and Equipment	A&PB
Armoury and Equipment	A&PB
ERT Equipment	CCAPS
Operational Equipment	CCAPS

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Date Modified: 2006-01-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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AMM - ch. 1.3. Accounting for Capital Assets

Directive Amended: 2011-06-09

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management at Irrelevant

1. Policy
2. Capitalization
3. Amortization
4. Acquisition of New Assets
5. Assets Under Construction (AUC)
6. Leasehold Improvements
7. Residual Value
8. Write-off, Retirement and Disposal
9. Roles and Responsibilities

1. Policy

1. 1. The RCMP will account for the acquisition, improvement, amortization, and disposal of its capital assets.

1. 2. Financial information on capital assets will be appropriately and consistently recorded in the RCMP financial system's (TEAM) Asset Accounting Module. Transfers of assets between responsibility centres will also be recorded in TEAM. For mandatory system (TEAM) use, see ch. 1.5.

1. 3. Smaller capital assets embedded in larger stand-alone capital assets, such as buildings, vessels and aircraft, will be included with the larger asset and form part of the cost of that asset for accrual accounting purposes. This is known as bundling.

1. 4. Each capital asset will be assigned to an asset class. See App. B - RCMP Capital Asset Classes, Useful Life and Residual Value of the Guideline on Accounting for Capital Assets.

1. 5. Capital assets will be physically counted and reconciled on a cyclical basis within a five-year period.

1. 6. External reporting will be in accordance with Treasury Board Accounting Standard 1.2 - Departmental and Agency Financial Statements.

1. 7. This chapter will be read in conjunction with the Guideline on Accounting for Capital Assets.

2. Capitalization

2. 1. The capitalization threshold for the RCMP is $10,000.

2. 2. All land is capitalized, regardless of acquisition cost.

2. 3. The RCMP will not "pool" assets for accounting purposes. Bulk purchases of small dollar items such as signs, tools, furniture, software, etc. will be capitalized only if the cost of each item meets the $10,000 threshold. Otherwise, the purchase will be expensed in the year of acquisition. For low-value asset management, see ch. 1.6.

2. 4. Betterments are costs incurred to increase the service potential of a capital asset. Betterments that meet the capitalization threshold will be capitalized.

2. 5. Repairs and maintenance expenditures restore or maintain an asset's service potential and will not be capitalized. Where a cost cannot be easily differentiated between a repair and a betterment, the cost will be expensed in the accounting period in which it is incurred.

2. 6. Non-operational heritage assets will not be capitalized.

2. 7. If a contract qualifies as a capital lease and the asset has a value of $10,000 or more, then the cost of that asset will be capitalized and amortized.

2. 8. In accordance with the Treasury Board of Canada, Policy on Accounting for Costs and Liabilities Related to Contaminated Sites, costs to be capitalized exclude costs related to environmental liabilities due to contaminated sites and solid-waste landfills.

3. Amortization

3. 1. Capital assets, excluding land, will be amortized on a straight-line basis over the useful life of its asset class and charged to the assigned cost centre. See App. B - RCMP Capital Asset Classes, Useful Life and Residual Value of the Guideline on Accounting for Capital Assets.

3. 2. Amortization will start on the first day of the month following the month that the capital asset is placed in service, and end when the useful life has expired or the capital asset is retired from service.

4. Acquisition of New Assets

4. 1. All costs incurred in acquiring and making an asset operational will be accounted for and recorded as a capital asset provided the total estimated or actual cost exceeds the capitalization threshold. Included are purchase price, installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs, and duties.

4. 2. GST, HST and interest expense on financing costs will be excluded from capital asset costs.

5. Assets Under Construction (AUC)

5. 1. When the total estimated cost to develop or construct an asset meets the capitalization threshold, the accumulated costs will be reported as an AUC in the financial statements. The AUC is not amortized.

5. 2. Once preliminary project approval (PPA) has been obtained from the National Assets Investment Board (NAIB) or project approval has been received from TB, all costs associated with the development or construction of the capital asset with an expected total cost meeting the capitalization threshold, will be capitalized as an AUC and will include as a minimum: direct materials, direct labour, externally obtained resources, and overhead costs directly attributable to the development of the asset.

5. 3. The AUC will be transferred to a capital asset account on the date the asset is placed in service.

6. Leasehold Improvements

6. 1. Leasehold improvements create a tangible capital asset within or on a leased property for the benefit of the lessee, and revert to the lessor at the end of the lease. Leasehold improvements made on or after 2001-04-01 must be capitalized. There is no capitalization of leasehold improvements made before this date.

6. 2. Leasehold improvements will be amortized over the lesser of the remaining life of the lease or the service life of the improvements.

7. Residual Value

7. 1. As per App. B - RCMP Capital Asset Classes, Useful Life and Residual Value of the Guideline on Accounting for Capital Assets, residual value will only be assigned the following asset classes:

7. 1. 1. police packaged vehicles,

7. 1. 2. cars and light trucks,

7. 1. 3. heavy trucks, and

7. 1. 4. air transportation.

8. Write-off, Retirement and Disposal

8. 1. Capital assets and any associated carrying costs will be written down to their net realizable value when the asset is retired from service.

8. 2. Capital assets that have been disposed of will be removed from the accounting records and any gain or loss on disposal will be recognized. Historical data will be retained.

9. Roles and Responsibilities

9. 1. Assets Management and Programs Br. (AM&PB) is responsible for:

9. 1. 1. developing and maintaining directives and business processes to record and account for RCMP assets;

9. 1. 2. processing transactions for asset disposal and corrections to previous years' transactions;

9. 1. 3. maintaining an AUC portfolio for all asset categories;

9. 1. 4. providing advice and training; and

9. 1. 5. ensuring national compliance with this chapter.

9. 2. Regions are responsible for:

9. 2. 1. maintaining the data integrity of the capital assets inventory;

9. 2. 2. ensuring proper stewardship of assets; and

9. 2. 3. reporting loss of public property, e.g. accidental destruction, illegal act.

References

- AA140 - Asset Accounting Roles and Responsibilities
- Various documents prepared by AM&PB outlining the business processes and procedures for recording and accounting for RCMP assets
- Treasury Board Accounting Standard 3.1. - Capital Assets

Date Modified: 2011-06-09

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AMM - ch. 1.5. Mandatory System (TEAM) Use

Directive Amended: 2011-02-09

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management at [redacted]

1. Policy
2. General
3. Roles and Responsibilities

1. Policy

1. 1. Use of TEAM, the RCMP Corporate Financial and Asset Management System, is mandatory for asset management purposes except where special-purpose systems have been approved by the Director General, Assets Management and Programs Branch.

1. 2. TEAM will be used in accordance with established and documented procedures and processes and must be used throughout the life cycle of RCMP assets.

1. 3. Activities related to planning, acquisition, operation, maintenance, and disposal of capital assets will be managed through TEAM in accordance with the requirements of the policy frameworks and related processes.

1. 4. Procurements in excess of $5,000 for goods and $10,000 for services and construction must be initiated by creating a requisition document in TEAM.

2. General

2. 1. The use of a single, integrated, financial and asset management information system enhances the ability of the RCMP to manage and track its assets through their life cycle.

2. 2. The corporate financial and asset management system of the RCMP is TEAM. Other legacy systems are in use for special purposes.

3. Roles and Responsibilities

3. 1. Corporate Management Systems Branch is responsible for:

3. 1. 1. the overall management and RCMP-wide use of TEAM;

3. 1. 2. development of TEAM policies;

3. 1. 3. providing advice on TEAM issues and TEAM training;

3. 1. 4. corporate implementation, maintenance and upgrading of the TEAM system and processes; and

3. 1. 5. ensuring national compliance with policy.

3. 2. Assets Management and Programs Branch is responsible for:

3. 2. 1. developing business processes and policies for the planning, operation, maintenance, and disposal of all capital and non-capital assets;

3. 2. 2. developing corporate procurement plans, policies and processes on the procurement of goods and services;

3. 2. 3. coordinating and assessing system requirements in consultation with the regions;

3. 2. 4. promoting and monitoring the use of TEAM in the regions;

3. 2. 5. general contracting within the TEAM environment;

3. 2. 6. managing and delivering the uniform and equipment program within the TEAM environment; and

3. 2. 7. assuring system integrity.

3. 3. Regions are responsible for:

3. 3. 1. implementing and maintaining the TEAM system in accordance with corporate objectives, and

3. 3. 2. ensuring policy compliance.

3. 4. A responsibility centre manager, unit commander or other individual initiating a procurement is responsible for:

3. 4. 1. ensuring that a requisition document is created in TEAM;

3. 4. 2. providing a hard copy of the requisition to the appropriate procurement unit with required approvals, certified by an authorized officer under sec. 32 of the *Financial Administration Act*; and

3. 4. 3. ensuring that a goods receipt is entered into the system.

References

Date Modified: 2011-02-09

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AMM - ch. 1.6. Low Value Asset Management

Directive Amended: 2008-12-23

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Requirements
4. Roles and Responsibilities

1. Policy

1. 1. Low Value Asset inventory items with an acquisition cost in excess of $1,500 and a useful life greater than one year will be managed and tracked on an individual basis in TEAM or another system approved by the Director General, Assets and Procurement Br.

1. 2. The tracking of Low Value Asset or **attractive items** costing less than $1,500 may be considered necessary due to legislative or policy center requirements. These items will be identified centrally and must be managed and tracked on an individual basis in an approved electronic tracking system.

1. 3. A separate list will be kept for **sensitive items** and those requiring safeguarding in the National interest.

2. General

2. 1. The primary objectives of asset management is to ensure that the right asset is delivered on time and effectively managed over its life cycle.

2. 2. Low Value Asset **materiel in-use**, are items that are immediately put in service upon receipt. They have an acquisition cost in excess of $1,500 but less than $10,000. Costs are expensed in the period of acquisition rather than being amortized over its useful life.

3. Requirements

3. 1. The minimum information held would normally include the description, the responsible cost center, the acquisition cost and date, supplier information and the manufacturer's identifier number.

3. 2. Organizations must take regular physical counts of materiel in-use. A complete count must be performed every two years.

3. 3. The TEAM Plant Maintenance Module will be used to track the Low Value Asset inventory through the entire life cycle.

3. 4. Special purpose systems may also be used when the Corporate system does not meet the basic requirements or when these systems are more cost-effective. These systems must be approved by the Director General, Assets and Procurement Br.

4. Roles and Responsibilities

4. 1. Assets and Procurement Br. is responsible for:

4. 1. 1. the development and maintenance of policies, procedures and business processes,

4. 1. 2. expertise and training,

4. 1. 3. ensuring national compliance with policy, and

4. 1. 4. maintaining and furnishing lists of items valued at less than $1,500 which have been identified for mandatory tracking.

4. 2. Regions will:

4. 2. 1. maintain the data integrity of the inventory of Low Value Assets, and

4. 2. 2. coordinate regional physical counts for all Low Value Assets.

References

Date Modified: 2008-12-23

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AMM - ch. 2.4. National Procurement Plan

Directive Amended: 2011-06-08

For information regarding this policy, contact Procurement and Contracting Br., Corporate Management and Comptrollership at Irrelevant

1. General
2. Roles and Responsibilities

App. 2-4-1 National Procurement Plan - Processes and Contents

1. Policy

1. 1. The National Procurement Plan (NPP) identifies expected workloads, opportunities for consolidation, and opportunities to support broad government objectives through procurement of goods and services.

1. 2. Before the end of the first quarter of each fiscal year, Procurement and Contracting Br. (P&CB) will prepare an NPP, according to the guidelines outlined in App. 2-4-1.

2. Roles and Responsibilities

2. 1. Procurement and Contracting Br. is responsible for developing the NPP format, coordinating submissions from the regions and policy centres, and drafting the NPP.

2. 2. Regions will contribute to the NPP by identifying their expected major procurements.

NOTE: For the purposes of this chapter, major procurement means a procurement whose total estimated cost is $1 million or more and is included in the Investment Plan.

References

- RCMP Investment Plan
- Treasury Board of Canada, Aboriginal Business Procurement Policy and Incentives (Contracting Policy Notice 1996-2)

Date Modified: 2011-06-08

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AMM - App. 2-4-1 - National Procurement Plan - Processes and Contents

Back to chapter

Directive Amended: 2011-06-08

1. Users

1. 1. RCMP and PWGSC procurement centers and managers responsible for ensuring that the RCMP procurement requirements are met.

2. Processes

2. 1. The NPP is to be developed before July 1, each year.

2. 2. Procurement and Contracting Br. will submit a NPP draft to the regions for review and revision.

3. Contents/Scope

3. 1. Include information to facilitate the procurement process. Do not include justification for procurements or analysis of other options which are functions of the asset planning process.

3. 2. The core time frame of the NPP is the current fiscal year. Include information about ongoing (previous and current year) and future procurements, as appropriate.

3. 3. Summarize the construction and non-construction capital procurements identified in the RCMP Investment Plan (IP).

3. 4. Include estimated costs and other data regarding expected routine procurements by region or by class of procurement. This information may be based on extrapolations of budgets and activities of previous years.

3. 5. Identify in the NPP, situations in which regional procurements can be combined into one procurement.

3. 6. Identify procurements of national interest, e.g. aboriginal or green procurement and list steps that must be taken to support these objectives.

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Date Modified: 2011-06-08

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AMM - ch. 2.5. National Disposal Strategy and Plan

Directive Amended: 2010-12-08

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General

1. Policy

1. 1. As a complement to the RCMP Investment Plan (IP) described in ch. 2.2., asset-specific policy centres will develop disposal plans for capital assets no longer required to support RCMP programs.

1. 2. Disposal plans will identify:

1. 2. 1. the asset/class of assets to be disposed of;

1. 2. 2. the estimated or proposed timing of the disposal;

1. 2. 3. estimated market value of the asset;

1. 2. 4. location of asset; and

1. 2. 5. the proposed method of disposal and special issues associated with the disposal, e.g. opportunities to consolidate activities and problems associated with the disposition.

1. 3. The development of plans for the disposal of assets will:

1. 3. 1. minimize the period in which surplus assets are held;

1. 3. 2. identify opportunities to consolidate disposal opportunities in the interests of revenue maximization; and

1. 3. 3. facilitate disposal activities on the part of PWGSC.

2. General

2. 1. Disposal is the final phase of the life cycle of an asset.

2. 1. 1. As outlined in the PMM, the RCMP has the authority to undertake real property disposal projects. However, most real property is disposed of using the services of Public Works and Government Services Canada (PWGSC).

2. 1. 2. Most movable assets are disposed of using the services of the Crown Asset Distribution Service of PWGSC.

2. 2. Treasury Board (TB) policy supports the objective of maximizing revenue from the disposal of both movable assets and real property by requiring sales of surplus Crown assets to be at market value.

References

- PWGSC, Controlled Goods Directorate (CGD)
- Treasury Board Directive on Disposal of Surplus Materiel
- Treasury Board Directive on the Sale or Transfer of Surplus Real Property
- Treasury Board Policy on Management of Materiel
- Treasury Board Guide to the Management of Materiel, Sec. 3.4. Disposal of Government Assets
- Treasury Board Policy on Management of Real Property
- Treasury Board Guide to the Management of Real Property, Sec. 7. Disposal

Date Modified: 2010-12-08

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AMM - ch. 2.6. Asset Management Plans

Directive Amended: 2006-01-23

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Content of an Asset Management Plan
4. Roles and Responsibilities

1. Policy

1. 1. An asset management plan (AMP) will be prepared by the responsible asset policy center described in ch. 1.2. or by a regional asset management unit if the asset is regionally managed.

1. 2. An AMP will be prepared for those assets deemed by the responsible policy center to require them.

1. 3. An AMP will be reviewed and updated annually by the responsible policy center.

2. General

2. 1. An AMP outlines the activities, resources and procedures that are to be used to operate, maintain, refit, and manage an asset or a class of assets during a specific period (usually the next five years) of its useful life.

2. 2. The benefits of an AMP include:

2. 2. 1. identification of the annual funding needed for the operation and maintenance of a major asset;

2. 2. 2. advance planning for the management and funding of major maintenance projects; and

2. 2. 3. identification of opportunities for joint administration of assets, provision of data for investment and disposal decisions, and identification of maintenance risks and trade-offs.

3. Content of an Asset Management Plan

3. 1. The level of detail contained in an AMP may vary depending on the type of asset, dollar value and functional importance of the asset.

3. 2. The AMP will normally consist of the following:

3. 2. 1. the operating and maintenance plan which includes:

3. 2. 1. 1. the activities and resources required to operate, maintain and manage the asset on a day-to-day basis;

3. 2. 1. 2. financial data, e.g. the costs of salaries, service and maintenance contracts and materials; and

3. 2. 1. 3. data for a five-year period, i.e. previous year (actual costs), current year (planned costs) and costs for the upcoming three years.

3. 2. 2. The project plan which lists:

3. 2. 2. 1. specific major or minor repair work to restore the asset to its required level of service; and

3. 2. 2. 2. capital projects required to upgrade an asset to a higher than original standard.

NOTE: Projects are organized by type and priority and are coded to indicate whether they have been previously deferred, carried over or listed for the first time for implementation in the coming year. Cost estimates are included as is the current approval status of the funds.

4. Roles and Responsibilities

4. 1. Assets and Procurement Br. (A&PB) is responsible for providing guidance to policy centers on the development and collation of AMPs.

References

Date Modified: 2006-01-23

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AMM - ch. 3.1. Procurement and Contracting Framework

Directive Amended: 2008-12-22

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Agreements/MOUs
4. Administration
5. Roles and Responsibilities
6. Supporting Documents

1. Policy

1. 1. Any procurement or contract by or on behalf of the RCMP must be competitive except where otherwise provided by federal policy. A procurement or contract will be based on seeking best value, be fiscally and environmentally responsible, and supportive of RCMP program and administrative requirements.

1. 2. Non-competitive contracts will not be entered into with full-time employees of the RCMP, their relatives or dependents.

2. General

2. 1. Procurement is the function of obtaining goods and services and carrying out construction and leasing through contractual arrangements.

2. 2. Procurement and contracting are governed by the *Government Contracts Regulations* and Treasury Board of Canada, *Contracting Policy*.

3. Agreements/MOUs

3. 1. The procurement and contracting directives outlined in Part 3, AMM, do not apply to non-contractual arrangements such as MOUs, see AM VIII.3.

4. Administration

4. 1. In cases where federal requirements allow sole-source contracting, competitive prices must be obtained where feasible and cost-effective.

4. 2. Procurement and contracting may only be undertaken by employees who have Delegation of Financial Authority (FMM ch. 9.2.) and have an approved Specimen of Signature Card on file (form 3300).

4. 3. Low-dollar value acquisitions should be done in the most cost-effective manner, e.g. by Acquisition card. For use of the Acquisition card, see FMM ch. 7.8.

4. 4. Procurement and contracting transactions of a value that exceed $5,000 must be initiated by use of, and paid with reference to, a TEAM purchasing document and must also be recorded elsewhere as required.

4. 5. Procurements are to be made using bulk-buy arrangements and volume discounts where such arrangements have been instituted for particular commodities, unless an alternative procurement method provides better value.

4. 6. The use of standing offers, supply arrangements or other pre-negotiated procurement instruments is mandatory for the commodities designated by the Treasury Board of Canada, in Appendix C Schedule 4 of the Contracting Policy and in the Common Services Policy. If such instruments exist for other commodities their use is required, unless an alternative procurement method provides better value.

4. 7. Retroactive, or, after-the-fact contracts must be avoided. The *Guideline for the Handling of Retroactive Contracting in the RCMP* outlines the steps to be followed by all parties involved in these contracts.

5. Roles and Responsibilities

5. 1. Assets and Procurement Branch is responsible for:

5. 1. 1. developing national policies and procedures for RCMP procurements and contracting;

5. 1. 2. providing advice on contracting and procurement;

5. 1. 3. preparing the National RCMP Procurement Plan in accordance with ch. 2.4.;

5. 1. 4. implementing quality assurance functions for procurement and contracting nationally;

5. 1. 5. national procurements of goods, services and construction;

5. 1. 6. providing procurement services for National Headquarters;

5. 1. 7. managing the Uniform and Equipment Program; and

5. 1. 8. coordinating bulk buys, volume discounts (RVDs) and standing offer agreements.

5. 2. Regions are responsible for:

5. 2. 1. providing regional procurement, contracting and disposal services;

5. 2. 2. providing advice on procurement and contracting;

5. 2. 3. preparing the Regional Procurement Plans and contributing to the National RCMP Procurement Plan; and

5. 2. 4. creating standing offers up to their delegated authority.

6. Supporting Documents

6. 1. In conjunction with this chapter, see the following supporting documents:

6. 1. 1. *An Introduction to Procurement and Contracting in the RCMP*,

6. 1. 2. *Contracting and Delegated Contracting Authorities (An Aide Memoire for RCMP Staff)*, and

6. 1. 3. Government of Canada, *Green Procurement*;

6. 1. 4. Treasury Board of Canada, Policy Framework for the Management of Assets and Acquired Services.

References

Date Modified: 2008-12-22

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AMM - ch. 3.2. Procurement Services

Directive Amended: 2011-06-08

For information regarding this policy, contact Procurement and Contracting Br., Corporate Management and Comptrollership at [redacted]

1. General
2. Goods, Services and Construction

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1. General

1. 1. This chapter outlines the process to be used when requesting procurement services from national or regional procurement units. Typically, these processes apply when the desired procurement cannot be made using an acquisition card.

2. Goods, Services and Construction

2. 1. Requests for the procurement of goods and services including construction, will be submitted by completing a TEAM requisition (REQ). Where TEAM is not available, a form 4041 will be submitted.

2. 1. 1. At National Headquarters, the approved TEAM requisition, or form 4041, will be forwarded to the Procurement and Contracting Branch.

2. 1. 2. In divisions, the approved TEAM requisition, or form 4041, will be forwarded to the Regional Procurement Unit.

2. 2. When indicating Current Funding, include the best estimate of the cost of the goods or service, fees payable, and any amounts necessary for contingencies or possible shortfalls, and applicable taxes indicated separately. This amount is used for committing funds in TEAM according to sec. 32, *Financial Administration Act*.

2. 3. If the cost exceeds the amount identified on the TEAM requisition or form 4041, you must submit a modified document before the procurement can proceed.

2. 4. Clearly describe the requirement and, if applicable, a sole-source justification and attach a completed security requirements checklist.

2. 5. The procurement unit will determine the method of procurement and whether the procurement is to be done using RCMP resources or passed to PWGSC for action.

References

Date Modified: 2011-06-08

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AMM - ch. 3.3. Contract Quality Assurance

Directive Amended: 2011-06-08

For information regarding this policy, contact Procurement and Contracting Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Roles and Responsibilities

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1. Policy

1. 1. A sampling of RCMP contracts will be examined to ensure that they are being executed in accordance with Treasury Board of Canada and RCMP policy, and that the processes conform to good practice.

1. 2. Procurement and Contracting Branch and regions will establish dedicated units or assign responsibility to qualified individuals to carry out a program of contract quality assurance within their areas of responsibility.

2. General

2. 1. Contract Quality Assurance (CQA) is the process of ensuring that contracting practices are in accordance with TB and RCMP policies and procedures.

3. Roles and Responsibilities

3. 1. The Procurement and Contracting Branch (P&CB) is responsible for:

3. 1. 1. establishing national policies and procedures that ensure the integrity of RCMP contracting activities,

3. 1. 2. implementing CQA programs, and

3. 1. 3. reviewing regional CQA activities and providing advice on CQA matters.

3. 2. Regions are responsible for the implementation of CQA programs in their areas of responsibility and for providing information on their CQA program to P&CB for review.

References

- *Contract Quality Assurance Guidelines and Best Practices*

Date Modified: 2011-06-08

AMM - ch. 3.7. Leasing Agreements - Movable Assets

Directive Amended: 2010-11-23

For information regarding this policy, contact Procurement and Contracting Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. Leasing Agreements
3. Leasing Options Analysis
4. Legal Services
5. Roles and Responsibilities

1. Policy

1. 1. Leases for movable assets will normally be obtained by a competitive bid.

1. 2. Leases will be in writing and approved and signed in accordance with the delegation of authorities outlined in FMM ch. 9.2.

2. Leasing Agreements

2. 1. A lease is a formal rental agreement between the owner of an asset and a person or organization that wishes to have use of that asset for a period of time. A lease will include:

2. 1. 1. the parties to the lease;

2. 1. 2. a description of the asset;

2. 1. 3. the beginning and end dates of the usage;

2. 1. 4. the rental rate, terms of payment and any agreed-to increases to the rate;

2. 1. 5. responsibilities for maintenance, insurance, taxes, and utilities;

2. 1. 6. arrangements for return of the asset; and

2. 1. 7. limits on the usage of the asset and a signature block.

2. 2. A lease agreement is required for rental of large movable assets such as mainframe computers. A lease may not be necessary for short-term rentals of small items such as tools.

2. 3. Real property leases must conform to the requirements outlined in PMM IV.2.

3. Leasing Options Analysis

3. 1. Treasury Board of Canada Secretariat (TBS) and RCMP directives require that an options analysis be carried out as part of the business case for procurement of a capital asset.

3. 2. Leasing is one option to be considered and is used when it provides the best balance of benefits, taking into consideration: life-cycle costs, timeliness, availability, uniqueness of the asset, ease of maintenance, and availability of capital versus operating funds.

4. Legal Services

4. 1. Seek legal advice when a lease does not:

4. 1. 1. conform to leasing norms or to leases previously used in similar situations; or

4. 1. 2. when proposed clauses are new, unusual or when the value of the lease is high.

5. Roles and Responsibilities

5. 1. Procurement and Contracting Br. (P&CB) is responsible for establishing policies and guidelines for leases of movable assets and for the provision of advice on leasing instruments and approaches.

5. 2. Regions are responsible for delivery of leases of movable assets in their regions.

5. 3. Policy centers are responsible for developing the statements of requirements for assets that are to be leased for them and for the provision of technical expertise and support to the procurement staff.

References

- Treasury Board Guide to Management of Materiel
- Treasury Board Directive on Fleet Management: Light Duty Vehicles
- Treasury Board Policy Framework for the Management of Assets and Acquired Services

Date Modified: 2010-11-23

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AMM - ch. 5.1. Disposal - General

Directive Amended: 2010-12-08

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management and Comptrollership at Irrelevant

1. Policy
2. General
3. Roles and Responsibilities
4. Heritage Movable Assets
5. Revenue from Sales

1. Policy

1. 1. Movable and real property assets that are no longer required will be expeditiously disposed of in a manner that optimizes the net financial return to the Crown while conforming to federal policies.

1. 2. This policy does not apply to assets seized as proceeds of crime or firearms seized under the *Firearms Act* or the *Criminal Code*.

2. General

2. 1. Disposal includes processes for three broad asset classes:

2. 1. 1. movable assets, including software and intellectual property (see ch. 5.2.);

2. 1. 2. real property, including leases and licences (see PMM Part 5); and

2. 1. 3. vehicles, including road vehicles, aircraft and watercraft (see TMM ch. 7.1.).

2. 2. Disposal of assets is governed by the following TB policies and procedures:

2. 2. 1. Policy on Management of Real Property;

2. 2. 2. Guide to the Management of Real Property;

Mass Casualty Commission Exhibit

2. 2. 3. Directive on the Sale or Transfer of Surplus Real Property;

2. 2. 4. Policy on the Management of Materiel; and

2. 2. 5. Directive on Disposal of Surplus Materiel.

2. 3. For a movable asset, disposal means the sale, transfer or write-off of the asset and its subsequent physical removal from RCMP control.

2. 4. For real property, disposal means the sale, lease, exchange, gift, easement, surrender of a lease, relinquishment of a licence or easement, transfer of administration of real property from one department to another department or Crown corporation, or a transfer of administration and control of real property from the federal government.

2. 5. Disposal of movable assets will be handled by PWGSC Crown Assets Distribution Directorate or Crown Assets Distribution Centre, or by contractors or standing offers engaged by PWGSC.

3. Roles and Responsibilities

3. 1. Assets Management and Programs Br. is responsible for:

3. 1. 1. developing directives for the disposal of real property and movable assets; and

3. 1. 2. preparing the National Real Property Disposal Strategy as part of the Investment Plan.

3. 2. Regional asset management units are responsible for:

3. 2. 1. contributing to the National Real Property Disposal Strategy;

3. 2. 2. managing the disposal of real property and movable assets with PWGSC or disposal agent, in their respective regions; and

3. 2. 3. until disposition, management and cost of management of assets that have been declared surplus.

3. 3. Procurement and Contracting Br. is responsible for providing advice on the contracting aspects of disposal.

3. 4. Financial Management Br. is responsible for the management of funds received from disposals and providing advice on the financial aspects of disposal.

4. Heritage Movable Assets

4. 1. Movable artifacts that may be of historical interest to museums or other organizations should be reviewed for disposal at nominal price or for gratuitous disposal to those organizations.

Mass Casualty Commission Exhibit

4. 2. Ministerial approval is required along with a prohibition on the subsequent sale or transfer of the asset without the approval of the Minister.

5. Revenue from Sales

5. 1. The RCMP receives the net proceeds from the sale of movable assets.

5. 2. If certain TB policy requirements are met, the RCMP may also receive proceeds from the sale of real property.

References

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AMM - ch. 5.2. Disposal of Surplus Movable Assets

Directive Amended: 2010-12-08

For information regarding this policy, contact Assets Management and Programs Br., Corporate Management and Comptrollership at Irrelevant

1. General
2. Disposal Criteria
3. Removal of Markings and Valuables
4. Trade-ins

- App. 5-2-1 Asset Disposal Criteria

1. General

1. 1. These policies and procedures apply to the disposal of RCMP surplus movable assets. See also ch. 5.1.

1. 2. These polices and procedures do not apply to assets seized as proceeds of crime or seized in accordance with the *Firearms Act* or the *Criminal Code*.

1. 3. Regions are responsible for managing the disposal of surplus movable assets.

2. Disposal Criteria

2. 1. Movable assets will be disposed of when no longer needed due to changes in operational requirements or technology, are beyond economical repair or contravene health, safety or environmental standards.

2. 1. 1. For disposal criteria on specific movable assets, see App. 5-2-1.

2. 2. Assets not currently needed and for which a near-term need is not foreseen are to be disposed of.

EXCEPTION: Special-purpose items and items with high-capital cost or low-salvage value, e.g. communications systems and facilities for special events that may be needed at some reasonable future date may be retained.

2. 3. Assets lost, stolen or damaged beyond repair may be written off.

2. 4. Assets sold or gratuitously transferred (donated) are to be transferred on an "as is, where is" basis, without warranty as to condition, serviceability or fitness for use.

2. 5. The RCMP will not assume liability for any accident, injury or loss resulting from the use of surplus assets subsequent to disposal.

3. Removal of Markings and Valuables

3. 1. Before disposing of an asset, ensure that the following are removed by RCMP staff or by the disposal agent:

3. 1. 1. all RCMP markings, inventory stickers, etc.;

3. 1. 2. ammunition, pyrotechnics, drugs and hazardous substances and dangerous goods;

3. 1. 3. classified, protected or sensitive information;

3. 1. 4. classified equipment, encryption equipment and high-security safes; and

3. 1. 5. valuables in cabinets, filing cabinets and tool boxes.

4. Trade-Ins

4. 1. In accordance with Treasury Board Directive on Disposal of Surplus Materiel and the Guide to Fleet Management (Ch.1: Light Duty Vehicles), assets other than light duty vehicles and computers may be used as trade-ins toward the acquisition of a new asset.

References

Date Modified: 2010-12-08

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AMM - ch. 6.1. Materiel Management

Directive Amended: 2008-12-12

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at Irrelevant

1. Policy
2. General
3. Terms and Definitions
4. Roles and Responsibilities
5. Accounting/Reporting
6. Supporting Documents

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1. Policy

1. 1. As needed, materiel will be acquired to support operational and administrative requirements and to ensure that employees can carry out their work efficiently, economically, productively and safely.

1. 2. Materiel will be acquired, stored, transported and disposed of according to the environmental objectives of federal, provincial and territorial legislation.

1. 3. Subject to the primary objective of meeting operational and administrative requirements in a timely manner, delivery of goods will be arranged to minimize the need for warehouse space.

1. 4. Materiel that is obsolete or no longer needed will be disposed of as quickly as possible rather than stored.

1. 5. Deliveries of inventory items, including standard police equipment, will be verified for accuracy and quality before being issued.

2. General

2. 1. The primary objectives of materiel management are to ensure that the goods required for ongoing operations are available on time and at the best value possible. To do so requires low warehousing costs, minimal inventory, prompt delivery and supply of stock.

2. 2. For the procurement of warehouse space, see ch. 2.3. and 6.2.

3. Terms and Definitions

3. 1. **Materiel** means movable public property and all assets, including equipment and stores, other than money and real property.

3. 2. The materiel management process consists of planning, determining requirements, ordering, acquiring, cataloguing, storing, distributing and disposing of the consumable goods used in daily RCMP operations.

3. 3. Materiel management does not include the management of services.

4. Roles and Responsibilities

4. 1. Regions are responsible for recording custodial assets, for recording "attractive" items costing less than $1,000 that are considered to be susceptible to theft, and for the operation of regional warehouses.

4. 2. Units holding inventories are responsible for managing their inventories according to this policy and the TB Policy on Management of Materiel.

5. Accounting/Reporting

5. 1. The TEAM Plant Maintenance Module will be used for recording and managing materiel in inventory.

5. 2. Accounting for inventory will be as outlined in ch. 1.3.

6. Supporting Documents

6. 1. In conjunction with this chapter, see the following suporting documents:

6. 1. 1. Treasury Board of Canada Secretariat, Policy on Management of Materiel; and

6. 1. 2. Treasury Board of Canada Secretariat, Occupational Health and Safety Directive, Part XIV Materials Handling.

References

Date Modified: 2008-12-12

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AMM - ch. 6.2. Warehouses

Directive Amended: 2008-09-18

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at Irrelevant

1. Policy
2. Terms and Definitions
3. Roles and Responsibilities
4. Warehouse Site Selection and Design

1. Policy

1. 1. Where possible and cost effective, the use of RCMP-owned or -leased warehouses will be minimized in favour of alternatives such as direct delivery to clients, just-in-time delivery from the supplier, or third-party warehouse and distribution services.

1. 2. In conjunction with Departmental Security Branch, threat and risk assessments will be carried out on each RCMP warehouse.

1. 3. Assets and Procurement Br. must approve the establishment of new warehouses.

1. 4. New or expanded warehouse space will be procured in accordance with AMM 2.3.

2. Terms and Definitions

2. 1. Warehousing includes the receipt, inspection, storage, retrieval, issuing, shipping, tracking, securing, and disposal of consumable and other movable assets. This may also include procedures for the storage of seized goods pending final disposition.

2. 2. A warehouse is a facility for the storage of movable assets.

3. Roles and Responsibilities

3. 1. Assets and Procurement Br. (A&PB) is responsible for the:

3. 1. 1. development and maintenance of business processes and procedures for the acquisition of RCMP warehouses and for the approval of new warehouses; and

3. 1. 2. management of the uniform and equipment warehouses.

3. 2. Regions are responsible for the management of regional and divisional warehouses, development of business cases for new warehouses and procurement of new warehouse space.

4. Warehouse Site Selection and Design

4. 1. In designing and maintaining a warehouse, consider the following factors:

4. 1. 1. road and highway access;

4. 1. 2. overall siting and physical constraints of the building;

4. 1. 3. size and shape of the building;

4. 1. 4. load capacity of floors;

4. 1. 5. location and size of doors;

4. 1. 6. loading facilities;

4. 1. 7. location of posts and pillars;

4. 1. 8. location of light fixtures and fire apparatus;

4. 1. 9. structural items such as fire walls, offices, washrooms, etc.;

4. 1. 10. clearance height;

4. 1. 11. material flow; and

4. 1. 12. nature of inventory to be stored, e.g. frequency of usage, size, weight, hazardous, perishable, valuable, attractive or classified materiel similarity.

References

Date Modified: 2008-09-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

AMM - ch. 6.3. Inventory Management in RCMP Warehouses

Directive Amended: 2008-07-31

For information regarding this policy, contact Assets and Procurement Br. Corporate Management and Comptrollership at [redacted]

1. Policy
2. Financial Accounting
3. Inventory Control Systems
4. Quality Assurance
5. Roles and Responsibilities
6. Supporting Documents

1. Policy

1. 1. Goods will only be held in inventory if they are required for RCMP programs.

1. 2. Goods no longer required are to be disposed of promptly in accordance with ch. 5.1. and 5.2.

1. 3. RCMP inventories will be held to a minimum, taking into account critical requirement for RCMP operations, delivery times for new stock, uniqueness of items, ready availability from suppliers, alternative deliveries, complexity of items and delivery process.

1. 4. A separate inventory will be kept for sensitive items and those requiring safeguarding in the national interest.

1. 5. Unless otherwise authorized, stock items held in inventory will be issued only to and used only by RCMP employees for official purposes related to the performance of duties.

1. 6. Discrepancies in newly added assets, e.g. loss, damage, surplus, must be investigated and resolved.

2. Financial Accounting

2. 1. The federal accrual-based financial accounting and reporting system requires that acquisition costs, amortization expenses, write-downs, and gains or losses on disposal of assets be reported on departmental financial statements. For asset accounting, refer to the following:

2. 1. 1. Asset Accounting Business Processes and Procedures; and

2. 1. 2. Guideline on Accounting for Capital Assets.

2. 2. Inventory assets consist of items purchased or produced that are not immediately consumed and that are kept in stores for future use. Inventory items are charged as an operating expense when they are consumed.

2. 3. Goods in inventory must be physically counted and reconciled against records at least once every two fiscal years.

2. 3. 1. Any write-offs resulting from such counts must be based on the net dollar value of the shortages, i.e. the value of all surpluses will be deducted from the value of all shortages with any net shortage being the amount submitted for write-off.

3. Inventory Control Systems

3. 1. The Warehouse Management Module of TEAM will be used to track uniform and equipment inventories. See also ch. 1.5. The Inventory Management Module of TEAM will be used to track other inventories.

3. 2. The TEAM Plant Maintenance module will be used to track **attractive** items and low dollar value items that have been expensed and are no longer considered as inventory.

3. 3. RCMP materiel will be catalogued and assigned a unique identification number (materiel master record) using the Canadian Government Catalogue of Materiel (CGCM) Codification System Standards.

3. 4. Regular cycle counts will be taken at least twice a year for selected slow and fast moving inventory items.

4. Quality Assurance

4. 1. For categories of standard police materiel or technical materiel, e.g. firearms, police equipment, clothing, informatics hardware and other sophisticated manufactured goods, materiel inspection, testing and quality assurance practices must be undertaken before accepting shipments into inventory.

EXCEPTION: When operational circumstances or cost effectiveness dictate, shipments may be directly accepted if they are from a well-known, reputable supplier with an established record of accuracy and quality.

5. Roles and Responsibilities

5. 1. Assets and Procurement Branch is responsible for materiel management practices within the RCMP including standards for recording of assets and assignment of materiel master record numbers.

5. 2. Regions are responsible for recording custodial assets and for recording attractive items costing less than $1,000 that are considered to be susceptible to theft.

6. Supporting Documents

6. 1. In conjunction with this chapter, see the following supporting documents:

6. 1. 1. Asset Accounting Business Processes and Procedures; and

6. 1. 2. Inventory Management Process.

References

Date Modified: 2008-07-31

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

AMM - ch. 6.4. Wireless Communication Devices

Directive Amended: 2007-03-30

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership at Irrelevant

1. Policy
2. General
3. Manager
4. Telecommunications Coordinator
5. Employee
6. Regional/National Headquarters Informatics Services
7. Supporting Documents

1. Policy

1. 1. Wireless communication devices such as cellular telephones and personal digital assistants (PDA) may be assigned to employees when these devices are deemed necessary to effectively perform their duties.

1. 2. A wireless communication device will be charged directly to a unit, not to an employee.

1. 3. The manager/supervisor will provide a printed copy of these directives to each employee assigned a wireless communication device. The employee will acknowledge his/her understanding of these directives.

1. 4. The employee is responsible for the care and use of his/her wireless communication device.

1. 5. If an employee is transferred or leaves the RCMP, he/she must return his/her wireless device to his/her manager or designated telecommunications coordinator.

2. General

2. 1. Wireless communication devices are invaluable where conventional telephone service is not available. However, due to their high cost of operation, managers and employees must ensure that they are used appropriately and cost effectively.

2. 2. A wireless communication device includes a cellular or mobile telephone, Blackberry, PDA, etc., but it does not include a radio.

2. 3. A service plan is the wireless communication device plan that includes the network connection, services such as voice mail, etc., and a predetermined amount of included air time.

3. Manager

3. 1. Determine if a wireless communication device is a duty-related requirement. Seek alternative arrangements if appropriate, e.g. pagers, sharing with another unit. See sec. 1.1.

3. 2. Scrutinize and ensure the service plan (network connection and included airtime) for a wireless communication device is appropriate for its expected use. Evaluate and approve any changes to a service plan.

3. 3. Review and retrieve wireless communication devices from employees who will be off duty for extended periods or if the device is no longer required as part of their duties.

3. 4. Annually review your unit's ongoing need for wireless communication devices and the adequacy of service plans.

3. 5. Where warranted, designate a telecommunications coordinator to control telecommunication equipment. Regularly monitor the accounts for wireless communication devices to ensure they are used in accordance with the directives in this chapter.

3. 6. If not performed by the designated telecommunications coordinator, ensure the following:

3. 6. 1. wireless communication devices are acquired according to federal and RCMP policy and the necessary approvals;

3. 6. 2. each employee is provided with the details of his/her service plan and a copy of the directives in this chapter; and

3. 6. 3. wireless communication devices are managed as **attractive items** as outlined in ch. 1.6.

4. Telecommunications Coordinator

4. 1. Acquire wireless communication devices in accordance with federal and RCMP policy and the necessary approvals.

4. 2. Distribute, monitor use and coordinate payments.

4. 3. Ensure that each employee is provided with the details of his/her service plan and has a copy of the directives in this chapter.

4. 4. Manage the service plans and return of wireless communication devices.

4. 5. Manage wireless communication devices as **attractive items** as outlined in ch. 1.6.

5. Employee

5. 1. Read and acknowledge receipt of the directives contained in this chapter and the details for the associated service plan.

5. 2. Ensure the wireless communication device is used and maintained according to this chapter.

5. 3. Promptly notify your manager or telecommunications coordinator when a wireless communication device is lost, stolen or damaged.

5. 4. Return any wireless communication device assigned to you to your manager/telecommunications coordinator before you transfer, leave the RCMP or when the device is no longer required for your work.

6. Regional/National Headquarters Informatics Services

6. 1. National Headquarters Informatics Services will determine wireless communication device service and equipment standards.

6. 2. Where available, Regional Informatics Services will:

6. 2. 1. provide guidance to managers to ensure that the most appropriate service plans and equipment are acquired for the type of anticipated use; and

6. 2. 2. within the appropriate delegated contracting authorities, approve the acquisition, acquire, or aid in the acquisition of wireless communication devices and equipment from suppliers.

6. 3. Liaise with managers/telecommunications coordinators concerning the management of wireless communication devices.

7. Supporting Documents

7. 1. In conjunction with this chapter, see the following supporting documents:

7. 1. 1. IM II.1., Telecommunications; and

7. 1. 2. Ethics and Integrity in the RCMP, Office of the Ethics and Integrity Advisor.

References

Date Modified: 2007-03-30

App. 33-1-1 Police Service Dog Program – Selection Process

New Appendix: 2019-00-00

1. General
2. Quarry
3. Imprinter
4. Police Service Dog Handler Candidates
5. Police Service Dog Handler Selection Process
6. Staffing of Police Service Dog Handler Positions
7. Participation
8. Application and Curriculum Vitae
9. File Review
10. Structured Reference Checks
11. Request for Staffing a Member Position
12. Staffing of Police Dog Services Training Centre Positions

1. General

1. 1. Allocation of any police service dog is the responsibility of the officer in charge (OIC), Police Dog Service (PDS).

1. 2. Candidates for a PDS position will be selected from the rank of Constable (Cst.), and based on their competencies to perform the role of the police service dog handler (Job Code 000306, Police Service Dog Handler) and as per the requirements listed in CMM ch. 5., Job Descriptors and Job Requirements, sec. 3., Job Requirements.

NOTE: A non-commissioned officer (NCO) considered for a PDS position must take a voluntary demotion to the Cst. rank prior to commencing a Basic Dog Handler Training (DHT) course (BR3501).

1. 3. All stages of the PDS Lateral Selection Process will be conducted in the candidate's preferred official language. Refer to AM ch. II.6., Official Languages.

1. 4. The Candidate Application Review Committee will review the selection of an applicant to the Police Service Dog Handler Program. The committee is comprised of the:

1. 4. 1. chair, Career Development and Resourcing Advisor (CDRA), PDS;

1. 4. 2. Senior Trainer, Police Dog Service Training Centre (PDSTC)/delegate;

1. 4. 3. PDS program manager/delegate; and

1. 4. 4. OIC, PDS/delegate.

NOTE: The delegate for an identified Candidate Application Review Committee member who cannot participate in the review, must be a provincial PDS program manager whose division does not have a candidate before the review committee.

1. 5. PDS members must remain mobile throughout their tenure in the PDS.

1. 6. The minimum duration of a PDS posting is three years in general.

1. 7. A PDS member who refuses a lateral transfer for reasons not specified in CMM ch. 3.1., Transfers and Deployments, sec. 1.1.14., may have their police service dog reallocated by the PDSTC.

1. 7. 1. Upon the police service dog being reallocated by the PDSTC, the OIC, Career Development and Resourcing (CDR) of the member's current division will be responsible for the staffing of this member.

2. Quarry

2. 1. Members may express interest in the PDS by participating in quarry activities with a local police service dog handler and ensuring their career preference is documented on HRMIS.

2. 2. Members who aspire to be police service dog handlers will usually participate in quarry exercises for a period of one year or more before applying to become an imprinter.

3. Imprinter

3. 1. Members who have participated in quarry activities and maintain an interest in PDS duties may apply to become an imprinter by submitting Form 3481, Police Dog Services - Puppy Imprinter Application through their PDS supervisor to the PDSTC.

3. 1. 1. Supervising PDS members must notify the divisional program manager of all members applying for the Imprinting Program.

3. 2. Applicants for the Imprinting Course require a recommendation from their supervising PDS supervisor, their current supervisor, and the divisional program manager.

3. 3. Members who complete the Imprinting Course will normally participate in imprinting an RCMP potential police service dog for a minimum of 24 months prior to being selected for police service dog handler training.

3. 3. 1. The record of imprinting time on file with PDSTC will be used for the purpose of selection based on the annual cut-off date, which is June 1 of the current year.

3. 3. 2. Where operational situations exist, the Candidate Application Review Committee may select a member with less than 24 months of imprinting.

3. 4. Imprinters must meet the requirements of the PDS Imprinter Performance Agreement annually.

3. 5. Imprinters will have a PDS supervisor appointed by the PDS divisional coordinator/delegate.

4. Police Service Dog Handler Candidates

4. 1. A police service dog handler candidate must be willing to:

4. 1. 1. serve in the PDS anywhere in Canada;

4. 1. 2. serve in whatever profile their police service dog is trained in (e.g. narcotics, explosives, human remains detection profiles, and any newly developed profiles); and

4. 1. 3. be relocated to meet RCMP operational requirements.

NOTES:

1. A candidate may be required to sign a contract with the PDSTC to confirm this commitment prior to commencing training.

2. A candidate who refuses to relocate to their posting within the PDS Program after completing the training, will be returned to their original assignment and their dog will be returned to the PDSTC for reassignment.

3. A candidate must successfully pass the PDS Physical Abilities Requirement Evaluation (PARE) within the required time of nine minutes, as per LTDM ch. 2.3., PARE, Fitness and Lifestyle Program, prior to the commencement of the course and within the calendar year of training. The candidate must be policy compliant with all mandatory training.

5. Police Service Dog Handler Selection Process

5. 1. The selection process for new police service dog handlers includes the following stages:

5. 1. 1. A job advertisement is published to create a pool of police service dog handler candidates.

5. 1. 2. The candidate will complete an application and curriculum vitae on a form provided by the PDSTC for the application process.

5. 1. 3. The CDRA, PDS will conduct a personnel and service file review.

5. 1. 4. To select a pool of candidates for the DHT course, the Candidate Application Review Committee will review application packages and PDS Imprinter Performance Agreements.

5. 1. 5. Based on the anticipated number of vacancies in the PDS, a select number of candidates from the pool will be invited to participate in an evaluation week at the PDSTC.

5. 1. 5. 1. The CDRA, PDS will determine the releasability of candidates identified to attend the evaluation week.

5. 1. 6. Candidates for the DHT course will be selected from those attending the evaluation week.

5. 1. 6. 1. The CDRA, PDS will determine the releasability of candidates identified to attend the DHT course.

5. 2. Only an applicant who has responded to the advertisement will be considered for the police service dog handler pool.

5. 3. An incomplete selection package will not be reviewed.

6. Staffing of Police Service Dog Handler Positions

6. 1. Upon the successful completion of the DHT course, a Cst. may be selected and placed in the PDS.

6. 2. Candidates will be placed at a geographic location to meet PDS operational needs.

NOTE: Some divisions and regions have implemented rules for the application to isolated or limited duration posts. These rules will be respected.

7. Participation

7. 1. Any interested and qualified Cst. who is not on probation, may participate in the selection process.

7. 1. 1. The NCO Promotion Process restrictions, as per CMM ch. 4., Promotion, sec. 2.5.3., concerning members who have been served with a notice of shortcomings or who are on progress reporting, or who are the subject of an ongoing internal statutory investigation or under active discipline (not yet spent) as per *RCMP Act*, subsection 41(1), Notice to Designated Officer, or section 43, Appointment, also apply to members who are interested in PDS positions.

7. 2. Applicants for the new police service dog handler selection process require the support or recommendation from their supervising police service dog handler and their immediate supervisor or unit NCO in charge.

8. Application and Curriculum Vitae

8. 1. The application provides the means for a member to identify their education and training, licences and certifications, and special requirements and abilities where applicable, for review by the PDS Selection Board.

8. 2. The curriculum vitae provides the means for the member to identify their work performance for review by the CDRA and the Candidate Application Review Committee. It is not intended to summarize a member's entire career, but to draw attention to examples which best demonstrate the ability to perform the competencies. For the competency profile, refer to Job Code 000306, Police Service Dog Handler. Also, refer to the job advertisement, if applicable.

8. 3. The member and supervisor must sign the curriculum vitae certifying the accuracy of the examples and that the information supplied by the member is accurate and true to the best of

their knowledge, and forwarded to the PDSTC by the closing date specified on the job advertisement.

8. 4. Based on valid reasons and after consultation with the manager/delegate, extensions to the closing date may be granted by the CDRA, PDS, in consultation with the PDS Selection Board.

8. 5. Candidates who fail to provide the documents by the closing date, without an approved extension, will not be considered.

8. 6. Candidates who are selected to attend training at the PDSTC are not considered to be members of the PDS until the successful completion of the DHT course.

9. File Review

9. 1. A candidate's personnel and service files will be made available only to the CDRA.

9. 2. To ensure suitability for the PDS, the CDRA will conduct a review of a candidate's personnel and service files.

9. 3. Unsuccessful candidates will be provided feedback concerning their non-selection from the CDRA, PDS.

10. Structured Reference Checks

10. 1. To confirm suitability of a candidate, structured reference checks may be conducted by the CDRA.

10. 2. Reference checks may be conducted to verify examples that are provided by the candidate at any stage of the process.

11. Request for Staffing a Member Position

11. 1. A request for staffing a PDS position (Form 2285, Request for Staffing a Member Position) will be initiated by the responsible line officer/delegate to staff a particular vacancy from the pool of police service dog handler candidates.

11. 2. The approved competency profile for Job Code 000306 will be used as part of the job requirements.

11. 3. The line officer/delegate will describe any other additional requirements on Form 2285 as per CMM App. 5-1, Instructions for the Completion of Form 2285.

12. Staffing of Police Dog Services Training Centre Positions

12. 1. A tour of duty at the PDSTC is generally a minimum of three to five years.

12. 2. After a tour of duty, the member may be posted according to the needs of the RCMP PDS Program. The member's posting preferences will be considered.

Mass Casualty Commission Exhibit

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INSTRUCTORS GUIDE

CANADIAN FIREARMS PROGRAM

CANADIAN FIREARMS SAFETY COURSE

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INTRODUCTION TO THE CANADIAN FIREARMS SAFETY COURSE

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INTRODUCTION TO THE CANADIAN FIREARMS SAFETY COURSE

Overview

The Canadian Firearms Safety Course (CFSC) is designed to apply to the broadest possible spectrum of novice firearm users. Existing firearm safety courses across Canada have a proven track record in the reduction of firearm-related incidents. However, most of these courses have been designed and delivered for firearms use in a specific activity. The CFSC is an introductory firearm safety course intended for all new firearm users.

Individuals who wish to acquire restricted firearms must also pass the Canadian Restricted Firearms Safety Course (CRFSC) and tests. The CFSC is an 8 hours class, excluding breaks and exams.

The Canadian Firearms Program

The Canadian Firearms Program (CFP) is administered by the RCMP/CFP, which works with provincial Chief Firearms Officers (CFOs) and many community partners across the country in implementing the *Firearms Act* and its Regulations, and other related legislation regarding firearms.

The goal of the CFP is the safe and responsible use of firearms, and it includes a range of activities directed toward achieving that goal such as the following:

- the licensing of all firearm owners and businesses;
- the delivery of the CFSCs;
- public education regarding safe storage, transport and use of firearms; and
- import and export controls.

Licensing, registration and other Program information are recorded in the Canadian Firearms Information System, a national database that is managed by the RCMP/CFP. Certain information is available to law enforcement agencies to help them prevent and investigate firearms incidents and crime, consistent with the public safety objectives of the *Firearms Act.*

The student's personal information is carefully protected by the CFP, consistent with the *Firearms Act* and its Regulations, federal and provincial privacy laws and other applicable statutes.

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If you have any questions about the CFP, please contact us at the following location:

Canadian Firearms Program	
Telephone:	1-800-731-4000
Fax:	613-825-0297
E-mail:	cfp-pcaf@rcmp-grc.gc.ca
Address:	Royal Canadian Mounted Police / Canadian Firearms Program Ottawa ON K1A OR2

Course Objectives

Firearm owners have social responsibilities. By completing this course, students will be instructed on what these responsibilities are. They will learn how to do the following:

- handle firearms and ammunition safely;
- use firearms and ammunition safely;
- comply with firearms laws;
- store non-restricted firearms and ammunition safely;
- display non-restricted firearms and ammunitions safely; and
- transport non-restricted firearms and ammunitions safely.

The CFSC consists of two parts. One is classroom instruction. The other is learning the material in this Handbook. There will be both written and practical examinations. Successfully passing them will demonstrate the knowledge and skills the student has gained in the course. Live firing exercises, however, are not offered as part of this course.

During the course, some topics are discussed and explored several times. This will help them learn and retain the content. Leaving anything out of the course will reduce the amount they learn. This applies to all assignments, exercises or examinations given by you.

The course emphasizes safe storage, display, transportation, handling and use of non-restricted firearms, but safety depends on more than just safe physical actions.

Safe handling must include greater knowledge of the firearms themselves, ammunition, and the laws and regulations related to them.

Course Handbook

Safety relies on your attitude about responsible handling and use of firearms. Pay close attention to the section on legal, ethical and social responsibilities. Your safety and that of the people around you depends on it.

This book is an essential part of the course. The other parts are the classroom lessons and practical exercises given by the instructor. Together, they will help you teach students how to safely handle firearms.

This book contains the following elements:

- the **Vital Four ACTS** of firearm safety;
- a brief history of firearms;
- information on firearms and ammunition and how they work;
- instructions on how to pick up, handle and carry non-restricted firearms safely;
- descriptions of how to unload, load and fire non-restricted firearms safely;
- descriptions of firing positions;
- instructions on range safety;
- instructions on the care and cleaning of non-restricted firearms;
- examples of factors leading to firearm incidents and the misuse of firearms;
- a summary of ethics and laws affecting firearm owners and users;
- information on how to store, display, transport and handle non-restricted firearms safely;
- a glossary of firearm terms; and
- appendices.

This is an introductory course. More information and training are available on the various shooting sports from their own qualified instructors, associations and local clubs. We recommend students contact them directly for further details.

Inform students not to hesitate to contact provincial/territorial or local authorities for more detailed information on firearms laws and regulations in their area.

Also, inform students to consult the *Firearms Act* and its Regulations or a firearms officer, for information on controls affecting firearm and ammunition manufacturers, dealers and museum operators.

The Vital Four ACTS of Firearm Safety

You will refer to many different safety rules and guidelines; often returning to four basic rules. Any time we hear of an incident occurring, we can be sure at least one of these rules has been broken. These rules are known as the **Vital Four ACTS**.

The first letter of each rule becomes a letter in the acronym **ACTS**. You may want to think of these rules as acts you must carry out.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe Pointers

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber(s).
	Verify the feeding path.
	Examine the bore for obstructions (visually or with a rod).

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

Legal Responsibilities

As a firearm owner and user, you have legal as well as social responsibilities. These responsibilities are laid out in federal, provincial/territorial and municipal laws and regulations. The table below describes a few of the regulations that come from each level of government.

Table 1. Some Legal Responsibilities of Firearm Owners/Users

Government Level	Example of Law or Regulation
Federal (e.g., *Firearms Act* and its Regulations, *Criminal Code)*	• All firearm owners need a valid firearms licence. • If you are the holder of a valid firearms licence, you must inform the RCMP/CFP within 30 days after you change your address. • Persons holding a valid Possession and Acquisition Licence (PAL) may borrow, buy, inherit or otherwise acquire the same class of firearm that he/she is licensed to own.
Provincial/Territorial (e.g., *Game, Fish and Wildlife Acts*)	• Some provinces/territories may require anyone who hunts with a non-restricted firearm to wear blaze orange clothing. • Some restrict shooting across or within a certain distance of roads or dwellings. • Some provincial/territorial laws may limit your use of motorized vehicles while hunting or shooting.
Municipal/County/Local (e.g., Noise, Nuisance, Zoning, By-laws)	• Some municipalities or counties may not allow the discharge of a firearm under any circumstances within their boundaries. • Some will regulate firing times and/or closeness to dwellings.

Other Duties of Firearm Owners/Users

a. A firearm owner/user must also keep informed about the laws and regulations affecting the use of firearms and ammunition.

b. Going beyond what the regulations require will increase your safety. Some suggestions are listed below:

- Keep an inventory of your firearms. Also keep any supporting documents such as photographs and owner's manuals. Store these documents in a safe place. This will help you describe any firearm that may be stolen or lost. It will also be easier for you to find your owner's manual and records of service or repair.
- Keep informed. Changes may occur in laws and regulations from time to time. This can happen whether at the federal, provincial/territorial or municipal level.
- Avoid advertising about the firearms in your home. You may be inviting theft.

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

Every person who stores, displays, transports or handles any firearm in a manner contrary to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* is:

1. **guilty of an indictable offence and liable to imprisonment;**
   - in the case of a first offence, for a term not exceeding two years; and
   - in the case of a second or subsequent offence, for a term not exceeding five years; or
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 86(2) and (3) of Part III of the *Criminal Code*

Not all firearms laws are included in this Handbook. If you have any doubts about the regulations, or if you need more information, contact the following:

- The RCMP website: http://www.rcmp-grc.gc.ca/cfp-pcaf
- CFP at 1-800-731-4000

Purpose of the Instructor's Guide

- To provide direction to instructors (i.e., module objectives, content, timing, sequence, depth, vocabulary).
- To assist instructors with the presentation of the course (i.e., PowerPoint presentation, sample questions, alternative teaching presentation methods and a list of suggested training aids).

Materials Supplied with the Firearms Safety Course

1. The Instructor's Guide contains the following:

- a description of the course and materials;
- suggested module plans;
- course outline (Appendix L);
- class record sheet (Appendix M); and
- course evaluation form (Appendix N).

2. Wall posters

- the **Vital Four ACTS**; and
- **PROVE it safe** pointers.

3. *Microsoft PowerPoint* presentation

A Microsoft PowerPoint presentation entitled, "Canadian Firearms Safety Course."

4. Student Handbook

A Student Handbook has been developed to enhance and reinforce the classroom instruction. Each student should have a copy. Please note that this Handbook is not intended to replace the classroom instruction. Rather, it is to be used to augment the live training or as a reference for the student or instructor.

The Student Handbook has seventeen major modules (six are dedicated to restricted firearms), plus an introduction, a glossary and an appendix. Students should familiarize themselves with the content and layout of this book during the first lesson. Frequent references should be made to the Handbook throughout the course to encourage its future use.

5. Additional tools

Kit of written and practical safety tests with correctors and instruction sheet.

Module Support Materials

A Microsoft PowerPoint presentation file is supplied, which includes slides of selected figures, tables, charts and selected items such as DOs and DON'Ts of Muzzleloading. **The PowerPoint presentation is not a complete reproduction of the Student manual or the current Instructor handbook but rather a teaching aid**. Instructors must follow the course content from the Student handbook.

Additional Firearms, Equipment and Materials Required

The instructor or course-sponsoring body should furnish the firearms and dummy ammunition required to teach the course. All actual firearms used during the classroom sessions must be disabled so that they cannot fire, while still retaining the capability to be loaded and unloaded with dummy ammunition. **Do not allow students to have live ammunition or firearms in the classroom during the course.**

Module Sequence

The modules in this course are laid out in the same order as the material appears in the Student Handbook. As the instructor, you may choose to follow a different sequence of presentation to suit local conditions and personal preferences, and the level of knowledge of the course participants. The main objective must be to cover all of the material in sufficient depth and detail to enable the students to successfully complete the written and practical tests.

Module Plans

INTRODUCTION TO THE CANADIAN FIREARMS SAFETY COURSE

Opening Module: Introduction to the CFSC

Module 1: Introduction to Firearms

Module 2: Muzzleloaders

Module 3: Major Firearms Parts

Module 4: Basic Firearm Safety

Module 5: Ammunition

Module 6: Operating Firearms Actions

Module 7: Safe Handling and Carrying of Non-restricted Firearms

Module 8: Firing Techniques and Procedures for Non-restricted Firearms

Module 9: Care of Non-restricted Firearms

Module 10: Social Responsibilities of the Firearm Owner/User

Module 11: Safe Storage, Display, Transportation and Handling of Non-restricted Firearms

Closing module: Conclusion to the CFSC

Module Plan Layout

The first page of each module plan lists the module number and title plus the reference pages in the Student Handbook. Following that are sections that contain the following information:

- the module purpose;
- the module concepts and overall goals;
- a list of the recommended teaching aids and materials; and
- new words that are used in the module. These should be defined while teaching and then reviewed with the class at the end of each module.

Beginning on the second page of each module plan, pages are laid out in order of the presentation of the course material. Recommended module timing is based on an average class size of 10 to 12 students. The more students there are, the longer each module will take.

Each module plan states the learning objectives the student should be able to demonstrate by the end of the module. The teaching points for each objective and suggested teaching method or technique for presenting this knowledge or skill to the students are outlined. In addition, the following are supplied:

- possible introductory remarks (in italics);
- sample questions that the instructor may wish to use to trigger discussion or introduce a new topic;
- examples the instructor may wish to use to relate the new topic to something already familiar to the students;
- suggested written assignments and/or practical tests the instructor may wish to issue to the students;
- answers to the Student Handbook review questions are included at the end of each module.

Note: *These module plans assume that the training area will be equipped with the normal teaching equipment such as flipchart pads or chalkboards, felt pens or chalk, erasers, extension cords, etc. A computer, a projector and a large screen are also required to show the PowerPoint presentation (slides).*

Giving the Lessons

1. The instructor should prepare in advance for each module by reading the Module Plan and its related reference material from the Student Handbook.

2. Obtain and set out for use the recommended teaching aids and materials.

3. As new terms occur, have the students look up the definitions in their Handbooks and write them on the chalkboard or flipchart pad. These terms should be reviewed at the end of each module.

4. The average attention span of adult learners is less than 15 minutes. Naturally, some topics will take longer than this to present; therefore, the instructor should vary the method of presentation by switching from lecture to demonstration to discussion at reasonable intervals.

5. The course was designed to be presented in a variety of ways, depending on local circumstances and equipment. The preferred method would stress instructor demonstrations and frequent student hands-on practice. These methods should be supported by the PowerPoint presentation slides and wall charts, and reinforced by class discussions. An example of a typical lesson might be as follows:

    - Introduce the topic by asking several pertinent questions. Sometimes lesson introductions can be done by recalling the previous topic or module.

    - Module objectives, major points and "new" words are listed on a flipchart or chalkboard for later review or reinforcement.

    - Present the knowledge portion of the topic using sample firearms, ammunition and other teaching aids, such as the overhead transparencies and the wall charts. Ask questions frequently to draw information from the students.

    - This information becomes the basis for a discussion with the group.

    - Present live demonstrations of the practical skills required for safe firearms handling.

    - Have the students practise the new learning "hands-on" with the sample firearms and dummy ammunition.

    - Every module ends with a review of the "new words" and the learning objectives for that module.

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Useful Hints

- Be a positive example of safe firearms handling for your students.
- Follow all of the safety rules, especially the Vital Four **ACTS** and **PROVE it safe**, and treat all firearms as loaded and real (not disabled).
- Use correct terminology throughout the course.
- Have the students observe and critique your firearms handling.
- Do NOT assume that the students "already know this." Teach all of the material to the class.
- Teach from the basics up.
- Be aware and sensitive to all firearms interests. For example, consider the varied interests of target shooters, hunters and collectors.
- **During the first lesson**
    - Point out the one direction that will be considered the "safe" muzzle direction for the remainder of the course. An alternative is to state that "range rules are in effect at all times in the classroom," i.e., down range is indicated and a Range Officer (RO) is appointed and in charge. Appoint a new person for each following module. This person monitors compliance to the rules and becomes responsible for calling "the range is clear," "cease fire," etc., during all classroom firearms handling activities.
    - Appoint a "Safety Coordinator" from amongst the students and rotate this position with every lesson. Explain that for one lesson each, this person will be responsible for pointing out any occurrences of unsafe muzzle direction or finger on the trigger, inside the trigger guard or failure to check if a firearm is unloaded.
- Local circumstances will affect the amount of emphasis given to range rules and field safety. However, remember that the students are required to pass a test that includes both subjects.

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OPENING MODULE:
INTRODUCTION TO THE CFSC

OPENING MODULE: INTRODUCTION TO THE CFSC

Before the Opening Module Begins

Ensure that the training room is set up properly, including tables, chairs, flipchart stand(s), computer and screen, lights, room temperature Distribute name tents or badges, Student Handbooks, felt pens and writing paper on the tables.

Module Purpose

- To introduce the students to the course, the course instructor, the other students, the Student Handbook, the course outline and the course procedures.
- To introduce the **Vital Four ACTS** of Firearm Safety and **PROVE it safe** pointers. The **Vital Four** is an approach to safety that will be reinforced throughout the course.

Module Concepts/Topics

- Introduction to the course, course instructor and students
- Course objectives
- Student Handbook
- *Firearms Act*
- Basic firearms terms
- The **Vital Four ACTS** of Firearm Safety and **PROVE it safe**.

Teaching Aids and Materials

- Course outline and Handbook for each student
- Writing paper and pens for students
- Name tents or badges for students
- **Vital Four ACTS** and **PROVE it safe** posters
- Microsoft PowerPoint presentation
- Flipchart stand, paper and pens
- Computer, projector and screen

New Words

Action
ACTS
ammunition
bore
cartridge
chamber
Chief Firearms Officer
direct control
dummy ammunition
feeding path
glossary
licence
live ammunition
magazine
muzzle
non-restricted firearm
PROVE it safe (unload)
restricted firearm
trigger
trigger guard

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Identify the instructor and students.	Introduce yourself. State your background and related experience that qualifies you to teach the course. Have students fill in their names on the name tents or badges. Do an introduction exercise, for example: • have students introduce themselves; or • put students in pairs and have them interview each other, then they can introduce themselves to the class. Ask students to provide the following information during introductions: • name; • firearm experience with rifles or shotguns; and • expectations of the course. During introductions: • take note of the students' experience levels so that you can adjust your teaching methods; and • clarify any wrong expectations students may have of the course. **Participant behaviour** • Unsafe or threatening behaviour will result in student removal from class. • Instructor to identify the "safe direction" and diversion from handling in the "safe direction" will result in removal from class.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Describe course length, timetable and procedures.	State the following: • course start and finish times; • break and lunch times; and • locations of washrooms, phones and fire exits. Describe what is required of every student: • full attendance; • participation in course exercises; and • successful completion of written and practical tests.
3. List course objectives.	Refer students to page 19 of the Student Handbook. State the six objectives listed, plus the social responsibilities. The intent is to provide enough information so that students are able to safely unload most firearms that they may encounter, whether they are non-restricted or restricted.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Find the required information in the Student Handbook. **Warning triangle**	Using a sample Student Handbook, show the location of the following: • Table of Contents • Main section • Glossary • Appendices Inform students that they will not be tested on the contents of the appendices. Inform students that warning triangles are used throughout the Student Handbook and that they identify important safety information.
5. Identify key changes in the *Firearms Act*.	• Point out that a valid firearms licence is necessary to both possess and/or acquire a firearm. • Refer students to the appendices for more details about the *Firearms Act*.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Define basic firearms terms.	• Using sample firearms and ammunition, explain basic terms: muzzle, chamber, trigger, trigger guard, magazine, cartridge and action. • You **must** inform the students whether or not the firearms are disabled. Inform the students that the ammunition is dummy ammunition and that live ammunition is not permitted in the class during the course. • Live ammunition must be removed immediately.
7. List the *Vital Four ACTS* of Firearm Safety. **The Vital Four ACTS** **A**ssume every firearm is loaded. **C**ontrol the muzzle direction at all times. **T**rigger finger must be kept off the trigger and out of the trigger guard. **S**ee that the firearm is unloaded—**PROVE it safe**.	• Show the slide the **Vital Four ACTS** (or refer to wall poster). • Explain the acronym **ACTS**. • Go through the **Vital Four ACTS** briefly. Explain that you will be stressing these four **ACTS** throughout the course and state: *"By the end of the course, everyone will understand and follow the **Vital Four ACTS** of Firearm Safety."*

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. List the PROVE it safe pointers. **PROVE it safe** **P**oint the firearm in the safest available direction. **R**emove all ammunition. **O**bserve the chamber(s). **V**erify the feeding path. **E**xamine the bore (visually or with a rod).	Show the **PROVE it safe** pointers. **State** ***"PROVE it safe"*** *will be covered in detail in Module 6: Operating Firearms Actions.* **Optional** • If assistant instructors are available, have them PROVE each of the disabled firearms as you explain **PROVE it safe**. Direct the class to observe. ***OR*** • If you are teaching alone, have the participants move with you where the disabled firearms are arranged. PROVE each firearm as you explain **PROVE it safe**.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	• Point out the one direction that will be considered the "safe" muzzle direction for the remainder of the course. An alternative is to state that "range rules are in effect at all times in the classroom," i.e., down range is indicated and an RO is appointed and in charge. Appoint a new person for each following lesson. This person monitors compliance to the rules, and becomes responsible for calling "the range is clear," "cease fire," etc., during all classroom firearms handling activities. ***OR*** • Appoint a "Safety Coordinator" from amongst the students and rotate this position with every lesson. Explain that for one lesson, this person will be responsible for pointing out any occurrences of unsafe muzzle direction or finger on the trigger, inside the trigger guard or failure to check if a firearm is unloaded.
Recommended lesson time: 45 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.**

MODULE 1:
INTRODUCTION TO FIREARMS

MODULE 1: INTRODUCTION TO FIREARMS

Student Handbook pages: 26–35

Module Purpose

To explain the basic principles of how a firearm operates; to review the evolution and development of firearms and ammunition; to introduce modern cartridges and their advantages; and to discuss the role of firearms in the history and development of Canada.

Module Concepts/Topics

- Basic principles of how a firearm operates
- The evolution and development of firearms and ammunition
- Modern cartridges and their advantages
- The role of firearms in the history and development of Canada

Teaching Aids and Materials

- Muzzleloaders, if available
- Samples of five different non-restricted firearms

New Words

ball

barrel

black powder

breech

breechloader

bullet

cap

cartridge name

case

casing

cock

cock released

discharge

firing pin

flash

flash-pan

flint

flintlock

frizzen (or steel)

full cock

hammer

handgun

ignition mechanism/system

ignition port

iron pyrites

lock

match/wick

matchlock

metallic cartridge

muzzleloader

nipple

percussion cap

powder

powder charge

primer

priming powder

projectile

range

ramrod

repeating firearms

rifle

serpentine

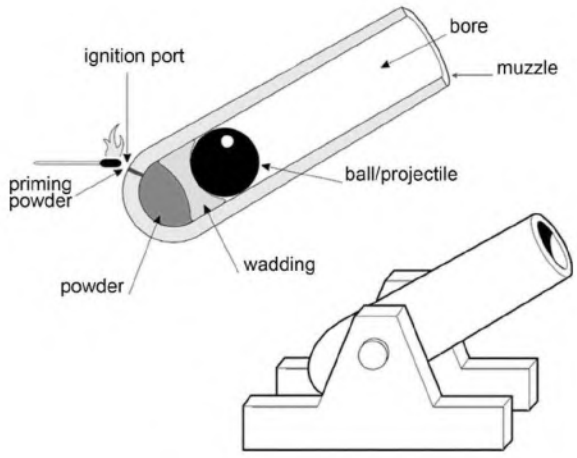
shells

shot

shotgun

wadding

wheel lock

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*State the purpose/goals of the module:* • *to explain the basic principles of the operation of a firearm;* • *to discuss the evolution and development of firearms and ammunition;* • *to introduce modern cartridges and their advantages; and* • *to discuss the role of firearms in the development of Canada.* *Modern firearms were made possible by the invention of explosive powder. Early uses of this invention were for fireworks and rockets, and eventually cannons.*
1. Describe what occurs in the chamber and barrel of a firearm when it is fired.  **Figure 1. Cannon**	Using Figure 1, describe the rapid expansion of gases that occurs when gunpowder is ignited. Name all major components – priming powder, wad, projectile, etc. Explain how this expansion force is "harnessed" and directed by the chamber and barrel of a firearm. Add a projectile to the above description and describe the results, e.g., expelled with great force.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Describe the evolution of firearms and ammunition.	If available, show examples of antique firearms to trace the evolution of firearms. Question the class about the limitations of early types of firearms. Review their answers and ensure that nothing is missing.

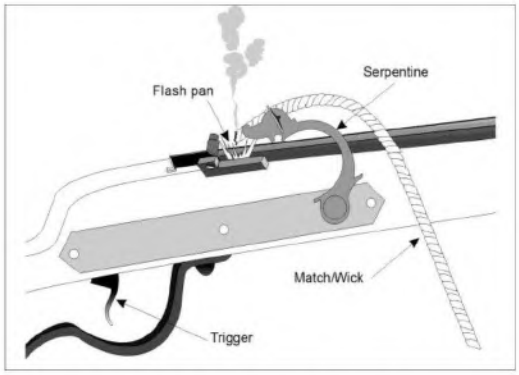


Figure 2. Matchlock Mechanism

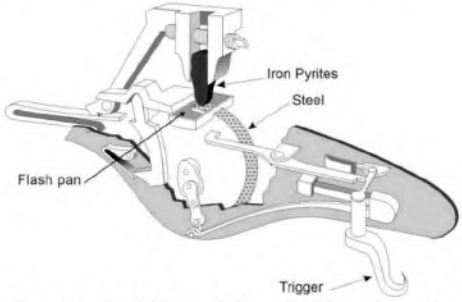


Figure 3. Wheel Lock Mechanism

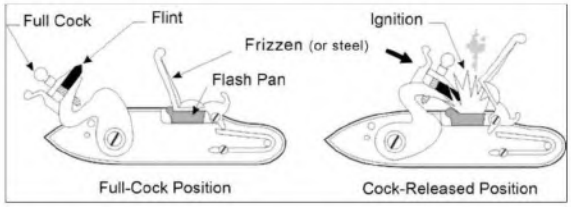


Figure 4. Flintlock Mechanisms

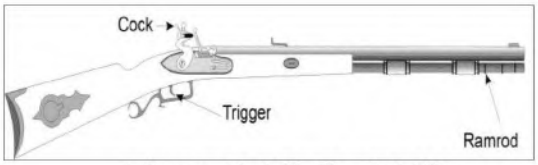


Figure 5. Flintlock Rifle

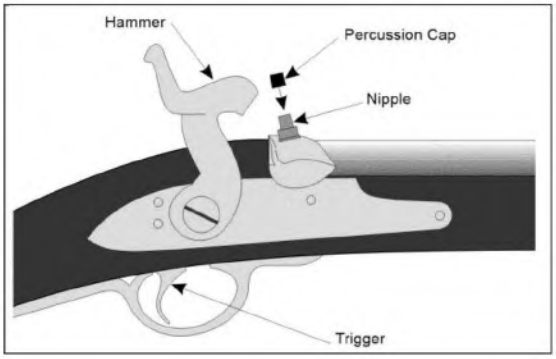


Figure 6. Percussion Cap on a Lock

Table 2. Evolution of Firearms

Type (introduced)	Details ♦ Ignition System	Disadvantages
Matchlock (1400s)	• first hand-held muzzleloader ♦ • used a serpentine mechanism to plunge burning wick into the flash pan	• failed in wind and rain
Wheel lock (1600s)	• second hand-held muzzleloader ♦ • operates like a modern cigarette lighter	• mechanisms are complex and expensive to make • winding is slow and springs often fail
Flintlock (1600s)	• same as wheel lock ♦ • produced a spark by striking a flint against steel – a more reliable ignition system	• flints wear out or break • springs can fail
Percussion cap (1800s)	• first step of the evolution to first repeating firearms ♦ • a small metal case (cap) containing material that will explode when struck	• cap separates from powder and bullet

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. List four advantages of modern cartridges. **Figure 7. Examples of Modern Ammunition and Cartridge Head Stamps**	Describe the four advantages of modern cartridges: • easily loads into the breech; • expanding case prevents gas leakage; • largely weatherproof; and • more reliable.
4. Explain the role firearms played in the history and development of Canada.	Discuss the role firearms played in the history and development of Canada. Mention the uses of firearms: • hunting; • target shooting; and • collecting.
Recommended lesson time: 45 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***List one of the advantages of modern cartridges.***

   Any one of the following is acceptable:

   - easily loads into the breech;
   - expanding gas prevents gas leakage;
   - largely weatherproof; and
   - more reliable.

2. ***What was the role of firearms in the development of Canada?***

   Access to firearms expanded the range and effectiveness for hunting (which was often critical for survival).

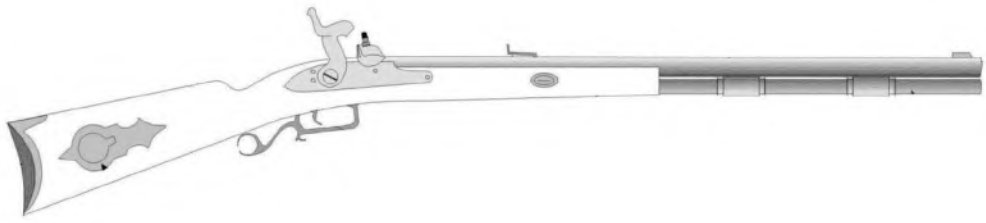
3. ***What is the role of the percussion cap in the firing sequence?***

   To ignite the powder inside the barrel.

4. ***Describe the firing mechanism used in both the flintlock and the wheel lock.***

   The flint for the flintlock creates a spark which ignites the powder in the flash pan.

   The iron pyrites for the wheel lock creates a spark when it comes in contact with the wheel.



MODULE 2:
MUZZLELOADERS

MODULE 2: MUZZLELOADERS

Student Handbook pages: 36–45

Module Purpose

To introduce the four types of black powder, the parts of a muzzleloader and to discuss the safe loading procedures and the cleaning of a muzzleloader. To further explain the DOs and DON'Ts of muzzleloading and to highlight the items of personal protective gear that is mandatory during the firing sequence of a muzzleloader.

Module Concepts/Topics

- Types of black powder
- Parts of a muzzleloader
- Cleaning a muzzleloader and safe loading procedures
- DOs and DON'Ts of muzzleloading
- Personal protective gear when firing a muzzleloader

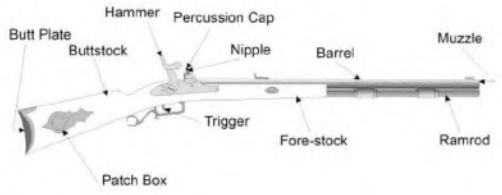
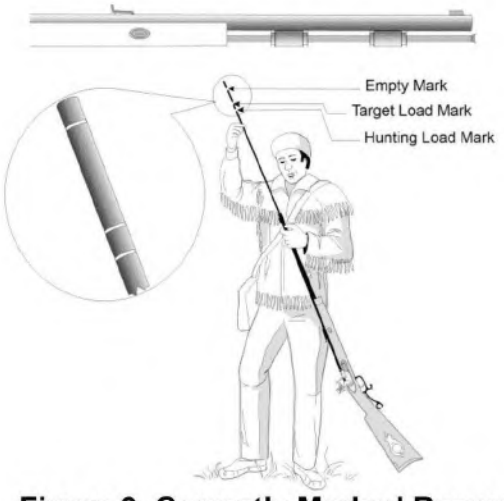
Teaching Aids and Materials

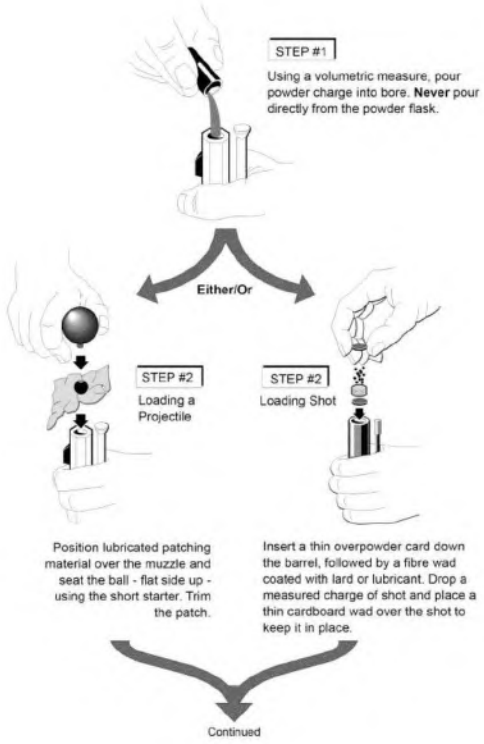
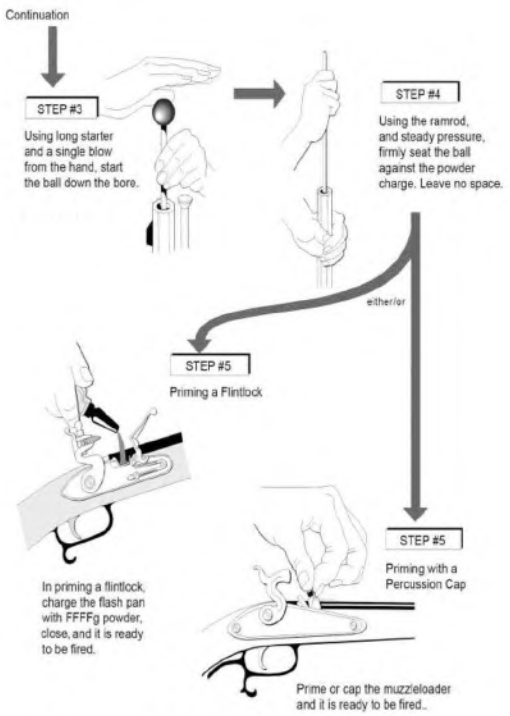
- Sample firearms
- Small mirror, rod, cloth patch, and bore light
- Dummy ammunition

New Words

bore	corrosive	patch box
butt plate	fore-stock (forearm)	pistol
buttstock	gunsmith	powder horn
calibre	hangfire	priming pan
charge	misfire	Pyrodex
cleaning rod	musket	recoil
cleaning solvent	load	revolver
coking	patch	rod

<table>
<tr><th>TEACHING OBJECTIVE
The student will be able to:</th><th>TEACHING POINTS/METHODS</th></tr>
<tr><td></td><td>Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.</td></tr>
<tr><td>INTRODUCTION</td><td>State the purpose/goals of the module:
• to introduce the four types of black powder;
• to introduce the parts of a muzzleloader;
• to discuss the safe loading procedures and cleaning of a muzzleloader;
• to further explain the “DOs and DON’Ts” of muzzleloading; and
• to highlight the use of personal protective gear that is mandatory during the firing sequence of a muzzleloader.</td></tr>
<tr><td>1. Name the four types of black powder and explain each one.
Table 3. Types of Black Powder<table><tr><td>Fg</td><td>Very coarse granules of powder. Used in larger bore muskets.</td></tr><tr><td>FFg</td><td>Finer granules than the Fg. Used in muzzleloading shotguns, big-bore rifles and single-shot pistols of .45 calibre and up.</td></tr><tr><td>FFFg</td><td>Finer granules than the FFg and the most common type. Used in nearly all cap and ball revolvers.</td></tr><tr><td>FFFFg</td><td>The finest granules, also called griming powder. Used only in priming pans. Never use this type of powder as powder charge.</td></tr></table></td><td>Use Table 3 to show the different types of black powder.</td></tr>
</table>

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. List the parts of a muzzleloader.  **Figure 8. Muzzleloader**	Use Figure 8 to show the parts of a muzzleloader.
3. Explain how to clean a muzzleloader and describe the procedure to load it safely.  **Figure 9. Correctly Marked Ramrod**	Use Figures 9, 10 and 11 to demonstrate the safe loading procedure of a muzzleloader and how to clean it.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 10. Loading a Muzzleloader**	**Reminders for students** • If the muzzleloader has a safety catch, activate this before loading the firearm. • Never use smokeless powder in a muzzleloader.  **Figure 11. (cont'd) Loading a Muzzleloader**

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Explain some of the "DOs and DON'Ts" of muzzleloading.	**Stress the DOs and DON'Ts of muzzleloading, e.g.:** • Do mark your ramrod to indicate when the barrel is empty and when it is loaded. • Do wipe the bore clean of oil and excess grease before you load. • Do wear safety glasses and hearing protection during the firing sequence. • Don't store a muzzleloader with powder in it. Show the DOs and DON'Ts of muzzleloading.
5. List the mandatory items of personal protective gear when firing a muzzleloader.	Highlight the importance of wearing safety glasses and hearing protection when firing a muzzleloader.
Recommended lesson time: 60 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***What type of powder is safe to use in muzzleloaders?***

   Black powder or black powder substitutes (i.e., Pyrodex). Never use smokeless powder in a muzzleloader.

2. ***Is it safe to pour powder into a muzzleloader directly from a powder horn?***

   No, the correct amount must be used for that particular firearm. Using more or less than required can be hazardous. Use a volumetric measure to pour powder into the muzzle.

3. ***What component is used to check for a loaded chamber in a muzzleloader?***

   A marked ramrod.

4. ***What is the wait time for a hangfire when using a muzzleloader?***

   Sixty seconds.

5. ***List two items of personal protective gear that must be worn when firing a muzzleloader.***

   Safety glasses and ear plugs.

6. ***When do you cock the hammer during the loading and firing sequence of a muzzleloader?***

   When you are ready to fire at your target.

MODULE 3:

MAJOR FIREARMS PARTS

MODULE 3: MAJOR FIREARMS PARTS

Student Handbook pages: 46–55

Module Purpose

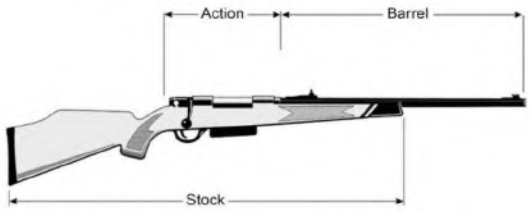
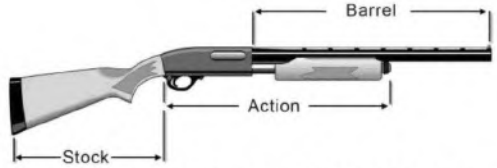
List the major parts of a modern firearm; provide the meanings of "safety on" and "safety off"; explain the firing sequence of a firearm; list the common types of non-restricted firearms; identify the basic types of modern non-restricted firearms actions; and identify the legislated classes of firearms.

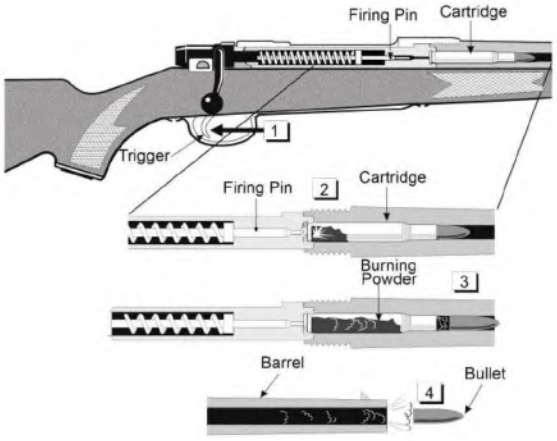
Module Concepts/Topics

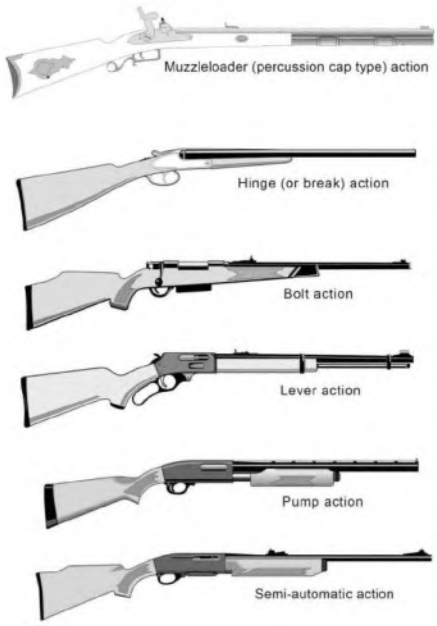
- Major firearm parts and how they work
- The meanings of "safety on" and "safety off"
- The firing sequence of a firearm
- Non-restricted firearm types
- Modern non-restricted firearms actions
- Legislated classes of firearms

New words

air guns
bolt action
data stamp
decocking lever
firing sequence
high power
hinge (break) action
lever action
long guns
pump action
restricted and prohibited firearms
safety on
semi-automatic action
shell casings
stock
safety off
safeties

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*State the purpose/goals of the module:* • *to list the three major parts of a non-restricted firearm and state the purpose of each;* • *to discuss the meanings of "safety on" and "safety off";* • *to explain the firing sequence of a firearm;* • *to list the two most common types of non-restricted firearms;* • *to introduce the six basic types of modern non-restricted firearms actions; and* • *to introduce the three legislated classes of firearms.*
1. Name and state the purpose of the three major parts of a non-restricted firearm.  **Figure 12. Bolt-action Rifle**  **Figure 13. Pump-action Shotgun**	Using sample firearms and/or Figures 12 and 13, point out the three major firearm parts: • stock (or grip); • barrel; and • action/receiver. State the purpose of each.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Define the meanings of "safety on" and "safety off." **Table 4. PROVE it safe** **P**oint the firearm in the safest available direction. **R**emove all ammunition. **O**bserve the chamber(s). **V**erify the feeding path. **E**xamine the bore (visually or with a rod).	**Reminder for students** Never rely on the safety to prevent firing. All mechanical devices can fail. Safeties can wear down and may not operate properly. **Note** Triggers, safeties and magazines are all parts of the *action*.
3. Explain the firing sequence of a firearm.  **Figure 14. Firing Sequence**	

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. List the common types of non-restricted firearms.	State the two common types of non-restricted firearms: • shotguns; and • rifles.
5. Identify the six basic types of modern non-restricted firearms actions.  **Figure 15. Types of Modern Non-restricted Firearms Actions**	State the six basic types of non-restricted firearms actions: • muzzleloader (percussion cap and flint) action; • hinge (or break) action; • bolt action; • lever action; • pump action; and • semi-automatic action.

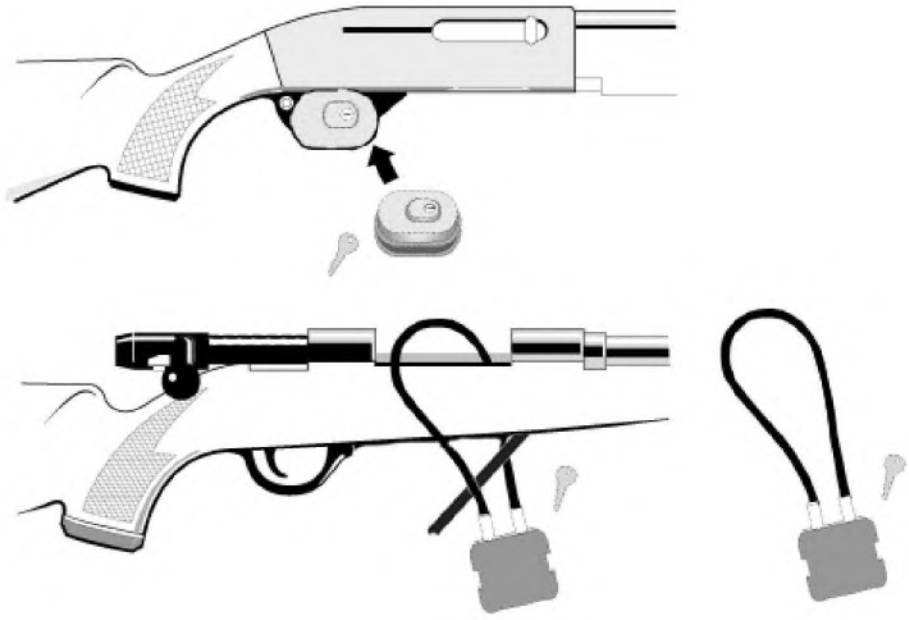
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. List the three legislated classes of firearms.	State the three classes of firearms: • Non-restricted • Restricted • Prohibited The definitions of these classes of firearms are explained further in Module 17. The Vital Four **ACTS** and **PROVE it safe** pointers apply to all classes of firearms. **Note** Many air guns, due to their high velocity of the bullet once fired, are included in the provisions of the *Firearms Act* and its Regulations and must be registered like regular firearms.
	State that various laws, regulations and restrictions govern your activities as an owner/user of a firearm. They set the minimum standards of conduct, and you have both a legal and a social responsibility to understand and obey them. Legal responsibilities of a firearm owner/user will be covered in more detail in Module 10.
Recommended lesson time: 45 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***List the three major parts of a non-restricted firearm.***
   - Action/Frame receiver
   - Barrel
   - Stock
2. ***Give the meanings of "safety on" and "safety off."***
   - When the firearm is loaded, the safety should be "on."
   - The safety should be moved to the "off" position only when you are ready to fire.
3. ***Explain the firing sequence of a firearm.***

   Squeezing the trigger releases the firing mechanism which results in the firing pin striking the primer of the cartridge. The primer explodes, projecting a flame into the cartridge body. The flame ignites the powder which burns and produces rapidly expanding gases. The high-pressured gas drives the bullet forward down the barrel.
4. ***List the two common types of non-restricted firearms.***
   - Rifle
   - Shotgun
5. ***Identify the six basic types of modern non-restricted firearms actions.***
   - Muzzleloader
   - Hinge (or break)
   - Bolt
   - Lever
   - Pump
   - Semi-automatic
6. ***List the three classes of firearms.***
   - Non-restricted
   - Restricted
   - Prohibited
7. ***All compressed air firearms must be treated like firearms and must apply ACTS/PROVE it safe. True or false?***

   True.



MODULE 4:
BASIC FIREARM SAFETY

MODULE 4: BASIC FIREARM SAFETY

Student Handbook pages: 56–62

Module Purpose

To introduce the Vital Four **ACTS** of Firearm Safety and **PROVE it safe** pointers, basic firearm safety practices, and to demonstrate the use of secure locking devices.

Module Concepts/Topics

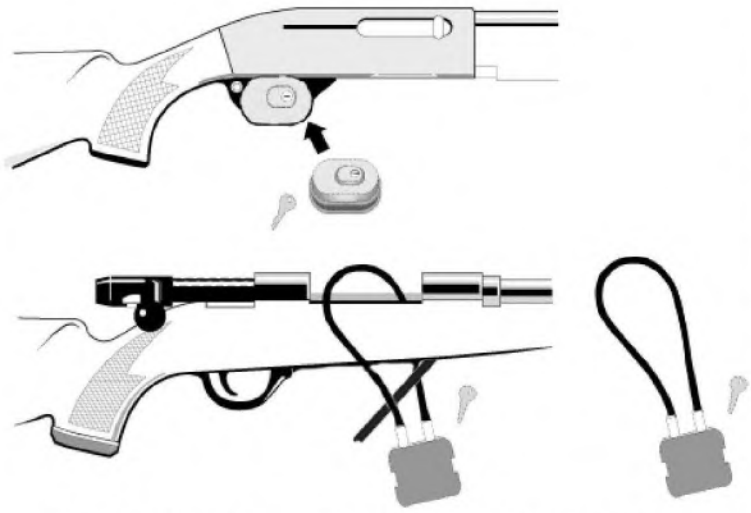
- The **Vital Four ACTS** and **PROVE it safe**
- Basic firearm safety practices
- Secure locking devices

New Words

chain or cable lock	ricochet	trigger lock
field of fire	scope	
obstacle	secure locking device	

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module introduces some basic firearm safety practices, beginning with the **Vital Four ACTS** and **PROVE it safe** pointers.* *The use of secure locking devices is also demonstrated.*
1. Explain *the Vital Four ACTS* of Firearm Safety. **A**ssume every firearm is loaded. **C**ontrol the muzzle direction at all times. **T**rigger finger must be kept off the trigger and out of the trigger guard. **S**ee that the firearm is unloaded—**PROVE it safe**. **Figure 16. The Vital Four ACTS**	**Exercise** Give out the handout The **Vital Four ACTS,** and ask students to fill in the four blank statements. Go over the **ACTS** in detail.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Explain the "PROVE it safe pointers. **P**oint the firearm in the safest available direction. **R**emove all ammunition. **O**bserve the chamber(s). **V**erify the feeding path. **E**xamine the bore (visually or with a rod). **Figure 17. PROVE it safe**	Go over "**PROVE it safe**" briefly, using Figure 17. It will be covered in more detail in Module 6.
3. Explain the basic firearm safety practices.	Introduce the concept of a step-by-step procedure to ensure that all firearms stored at home are both safe and secure: unloaded, locked, locked away, separate from ammunition. List on flipchart. **Ask students** When should you load a firearm? **Answer** Only when you intend to use it and where you may safely and legally discharge it. Discuss. Introduce the concept of: ***"Being sure of your target before you shoot."*** **Example** - Layers of safety like layers of an onion.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Install a secure locking device on a firearm.  **Figure 18. Various Firearm Locking Devices**	Use Figure 18 to explain locking devices. **Exercise** Pass samples of locking devices around the room and have students identify them. Using a sample firearm, demonstrate how to install secure firearms locking devices. Use **ACTS** and **PROVE it safe**. **Exercise (optional)** Have students safely handle firearms under the direct supervision of the instructor. Firearms should be unloaded and have actions open and be pointed in a pre-designated safe direction. Students should be able to identify and inspect the chamber, bore and feeding path while controlling muzzle direction and keeping fingers outside the trigger guard.
Recommended lesson time: 60 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Describe four situations that constitute a dangerous background when shooting.***

   - A target near a building
   - A target on top of a hill
   - A person ahead of you
   - A hard surface or water

2. ***Should you use a scope to glass the terrain and locate and identify your target?***

   No, you should use binoculars.

3. ***Can the safety mechanism on your firearm be relied upon?***

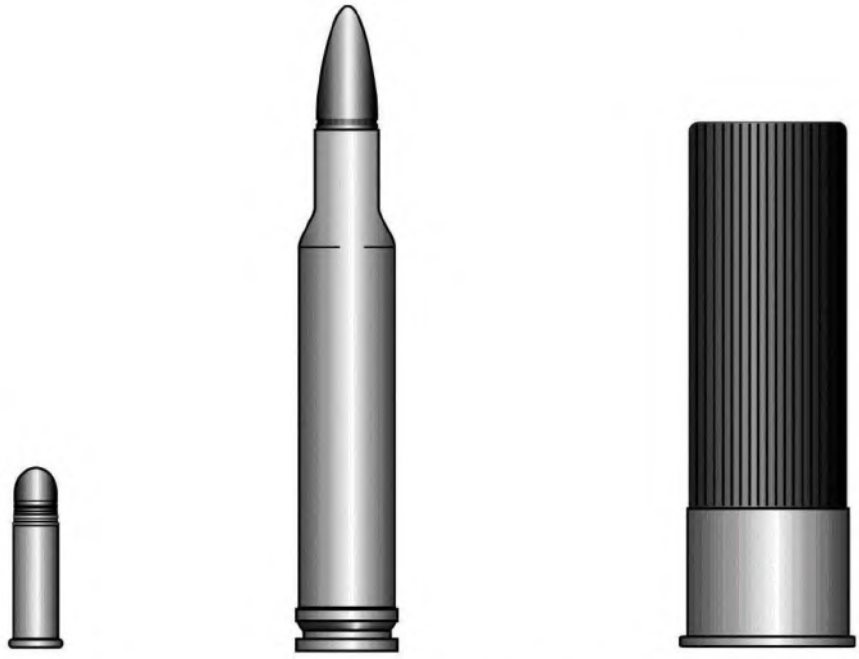
   No, all mechanical devices can fail. Safeties wear down and may not work properly. Never rely on the firearm's safety.

4. ***Is it safe to accept a loaded firearm from a friend?***

   No, never accept a loaded firearm from any one.

5. ***Is it best practice for three friends with different calibre rifles to transport their ammunition on the dash of a pickup truck?***

   No.



MODULE 5: AMMUNITION

MODULE 5: AMMUNITION

Student Handbook pages: 63–95

Module Purpose

To introduce data stamps and head stamps and their location and purpose; to discuss basic ammunition and its construction, materials, sizes and terminology; to enable the student to select the correct ammunition for the firearm; and to describe the safe storage and transport of ammunition.

Module Concepts/Topics

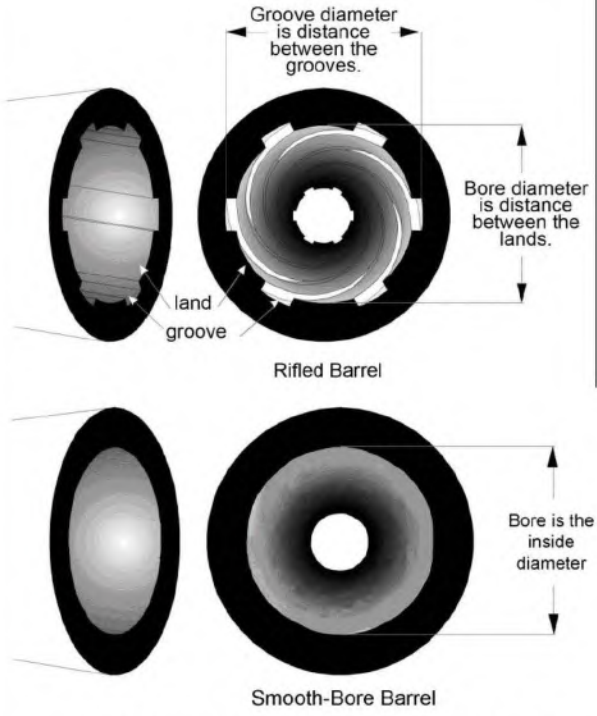
- Rifling, calibre, gauge and bore
- Barrel data stamp
- Cartridge types, names, components and materials, and head stamp
- Shotgun barrels, gauge, types of slugs, shell types (fired and unfired), components and materials
- Various chokes and shotgun patterns
- Comparison of rifle cartridges to shotgun shells
- Shot sizes (correct shell size)
- Ballistics, dangerous ranges of common types of rifle and shotgun ammunition, trajectory of a bullet
- Hazards (misfires, hangfires, primer pops)
- Precautions and legislation (safety points to remember)

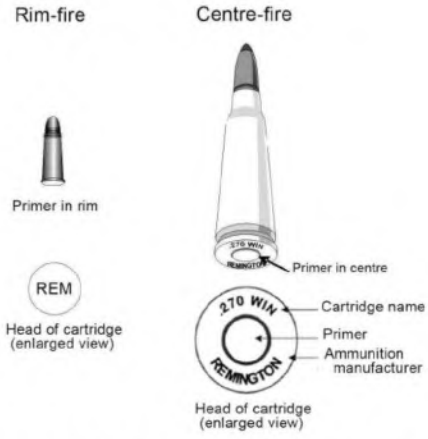
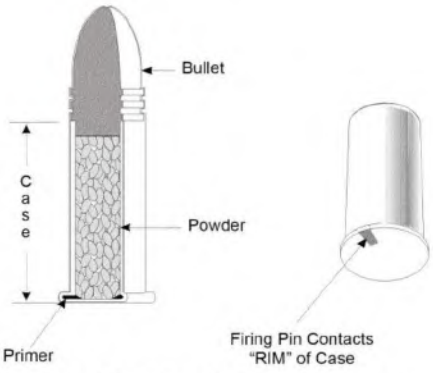
Teaching Aids and Material

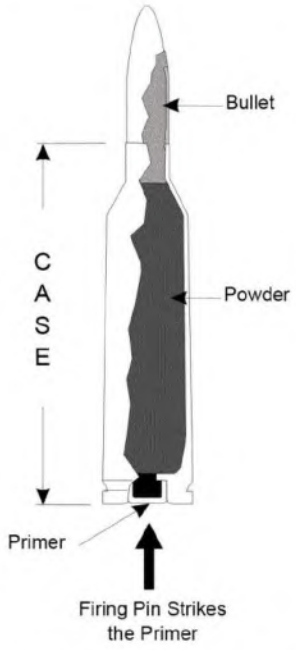
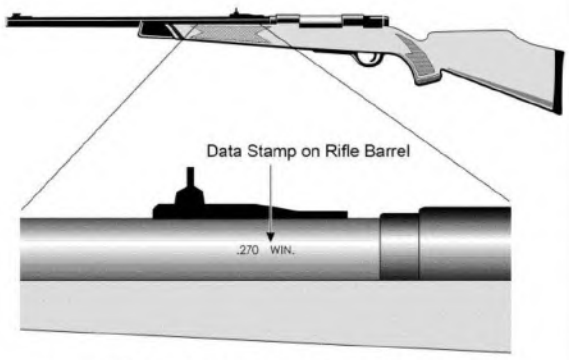
- Sample firearms (to show data stamps)
- Dummy ammunition (to show head stamps)
- Sample shot in clear containers
- Cut-away ammunition
- Blown up firearm if available

New Words

air resistance
ballistics
boat-tail bullet
bore diameter
brass head
buckshot
centre-fire
choke
choke tubes
clay target shooting
corrosion
crimp
cylinder
dangerous range
dry firing
effective range
flight path
forcing cone
full-metal jacket bullet
gauge
gravity
groove diameter
grooves
hazards
hollow-point bullet
hull
jacket
lands
line of sight
magnum
mass
partition bullet
pattern
pellets
primer pops
rifled bore
rifled choke
rifled shotgun barrels
rifled slug
rifling
rim
rim-fire
round-nose bullet
rounded slug
sabot slug
shotgun gauge
shotgun patterns
shotgun slugs
slug
spire-point bullet
trajectory
velocity

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module explains the purpose and location of the data stamp. Basic ammunition construction, materials, sizes and terminology will also be covered, along with the basic safety precautions.*
1. Define the terms: rifling, calibre, gauge, bore, choke spread and shotgun patterns.  **Figure 19. Rifled Bore and Smooth Bore**	Use sample firearms and ammunition to explain the meanings of the terms.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Define the terms rim-fire and centre-fire cartridges.	Use samples to demonstrate the differences between centre-fire and rim-fire cartridges.
 **Figure 20. Example of a Rim-fire and Centre-fire Cartridge with Head Stamp**	Refer to common rim-fire in North America. The most popular rim-fire ammunition in America is .22 calibre. **Examples** • .22 short • .22 long • .22 long rifle • .22 magnum
 **Figure 21. Rim-fire Cartridge**	**Reminder for students** A .22-magnum cartridge is not interchangeable with the other .22 cartridges.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 22. Centre-fire Cartridge**	Centre-fire ammunition is used for higher power firearms.
3. Locate cartridge "name" and firearm calibre/gauge from barrel data stamp.  **Figure 23. Example of a Barrel Data Stamp**	Ask students to recall the definition of calibre. Point out the location of the data stamp on the barrel of sample firearms. **Example:** a vehicle specification plate on the door jamb. Discuss how the data stamp identifies the cartridge "name" of the ammunition intended for use in that firearm. **Reminder for students** Warn students to visually inspect all ammunition for defects before use. This includes commercial ammunition.

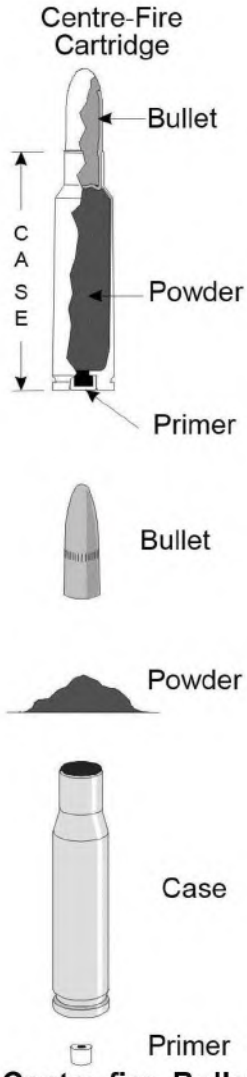
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Name cartridge components and materials and state their purpose.  **Figure 24. Centre-fire, Bullet, Powder Charge, Case and Primer**	Use dummy ammunition to name parts and describe the construction of a typical rifle cartridge. Also, show Table 5 as follows. **Note** Figure 24 is inside Table 5 in the Student Handbook. Define the following terms: • Bullet • Powder charge • Case • Prime

Table 5. Cartridge Components and Materials

1. The bullet is the projectile at the front end of the cartridge. It is propelled from the firearm when the powder burns. Usually, the bullet is made of lead or lead alloy. It may also be covered by a jacket of a harder metal. When the nose of the bullet is covered in this manner, it may be referred to as a full-metal jacket, hard point or ball ammunition. If the lead is exposed at the front of the bullet, it is referred to as a jacketed soft point. Copper, gilding metal or steel are commonly used as jacket material.

    - Bullets come in a variety of sizes, shapes and weights (Figure 25). You must select the right combination for the target or the area where you plan to shoot.

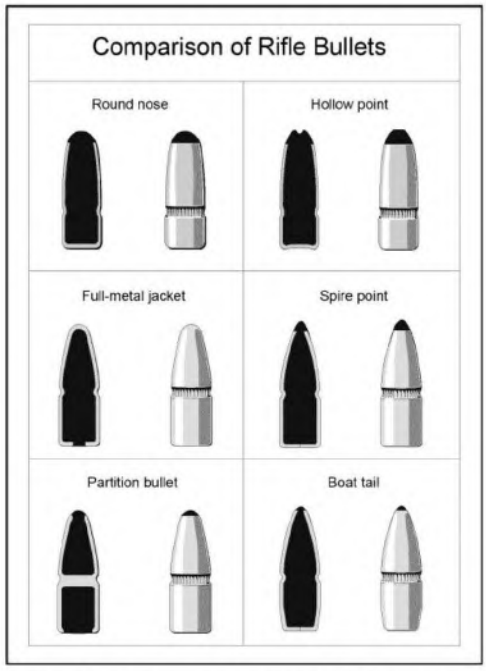
    - Bullets for hunting often have a soft or hollow point. They are designed to expand on impact. This uses up most of the energy on the target.

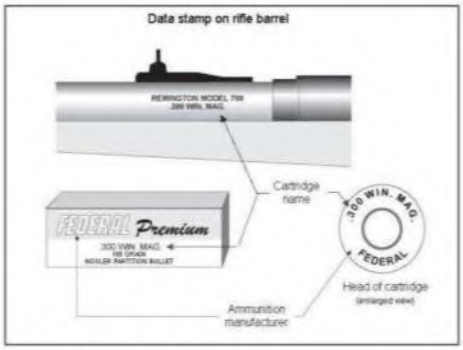
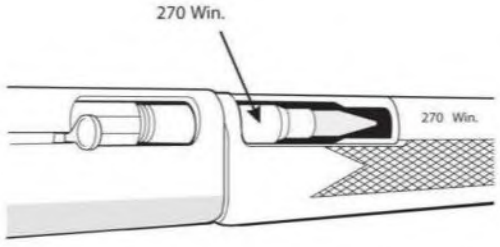
    - Target bullets are often made from lead alloy. They don't expand too much and are not used for hunting.

2. The powder charge is a chemical compound inside the case. It is ignited to propel the bullet through the barrel.

3. The case holds all the other ammunition parts. It is usually made of brass. It could also be made of steel, copper, aluminum, or plastic in the case of shotgun shells (Figure 24).

4. The primer works in much the same way as a cap in a toy pistol. It contains a chemical mixture that explodes when the firing pin strikes it. This explosion ignites the powder charge.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. List the different types of rifle bullets.  **Figure 25. Comparison of Rifle Bullets**	Show the Comparison of Rifle Bullets. • Round nose • Hollow point • Full-metal jacket • Spire point • Partion • Boat tail Using the flipchart, briefly introduce and/or review the following terms: • Bullet weight • Jacketed • Magnum

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Locate the cartridge name from cartridge head stamp.  **Figure 26. Data Stamp on Rifle Barrel**	**Reminder for students** Emphasize the importance of looking at the entire cartridge name of a barrel data stamp in addition to the cartridge head stamp. Point out that cartridge names are often very similar. Stress that there is limited interchangeability with some cartridges, and if they are unsure, to consult a qualified expert.
 **Figure 27. Cut Away of Ammunition Chambered in a Barrel**	

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
7. List the types of shotgun slugs.	Discuss rifled shotgun barrels, types of shotgun slugs and shotgun gauge.

Figure 28. Types of Shotgun Slugs

Note for students

12 lead balls = 1 lb = 12 gauge

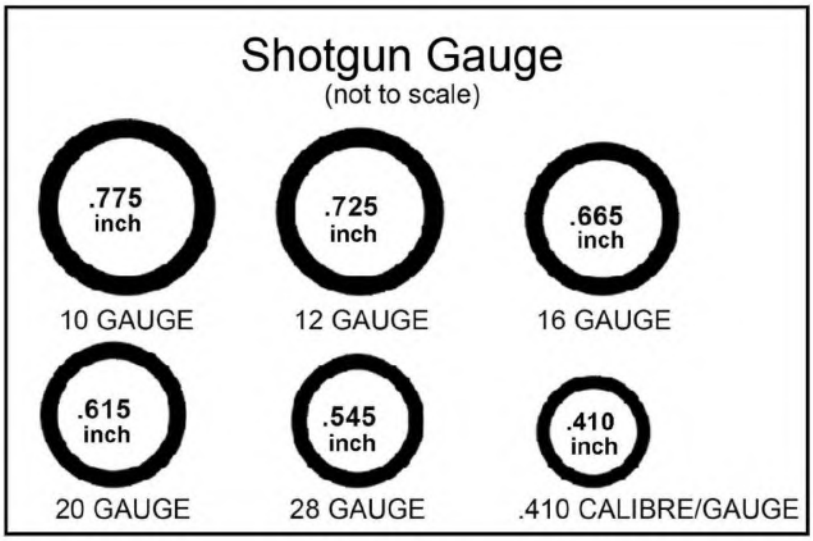


Figure 29. Shotgun Gauge

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. Explain the different types of chokes and how it affects the shotgun patterns.	**Reminder for students** It is the shooter's responsibility to learn about the shotgun pattern and to determine the pattern for their particular shotgun and ammunition.

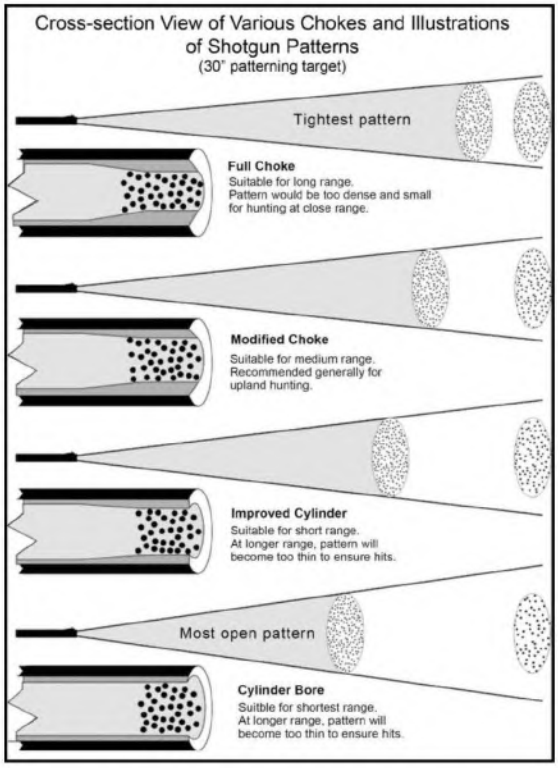


Figure 30. Cross-section View (Chokes and Patterns)

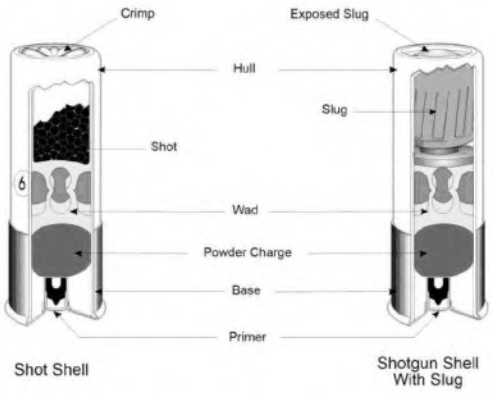
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
9. Explain the differences between rifle cartridges and shotgun shells.	

Table 6. Cartridge and Shell Comparison

Comparison of Rifle Cartridges to Shotgun Shells

TYPE	COMPONENTS	PURPOSE
CARTRIDGE		**USED IN RIFLES**
Rim-Fire or Centre-Fire Sizes: Calibre e.g. - 17 HMR, .22, .30 or 7 mm	CASE	Contains components
	PRIMER	Fires powder charge when struck by firing pin
	POWDER	Burns and expands to propel bullet
	BULLET	Strikes target
SHELL		**USED IN SHOTGUNS**
Sizes: Gauge e.g. - 12 or 20 gauge or .410 cal. 2¾", 3, 3½" approximate case length *after* firing.	HULL	Contains components
	PRIMER	Fires powder charge when struck by firing pin
	POWDER	Burns and expands to propel shot or slug
	WAD	Separates shot from powder and seals barrel behind shot during firing
	SHOT or SLUG	Spreads out to strike target Strikes target

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
10. Name the shotgun shell components and materials and state their purpose.	Use dummy ammunition to name parts and describe the construction of a typical shotgun shell.
	Define the following terms: • Hull • Powder charge • Primer • Shot or slug • Wad Hand out a shotgun shell with a slug for students to compare. Briefly introduce lead, steel, bismuth and tungsten-iron shot, shot size selection, shot shell casing materials and shell lengths.
Figure 31. Shotgun Shell Components	

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
 **Figure 32. Shotgun Shells**	Highlight the difference between the shot shell and the shotgun shell with slug. **Table 7. Lead Shot Sizes**

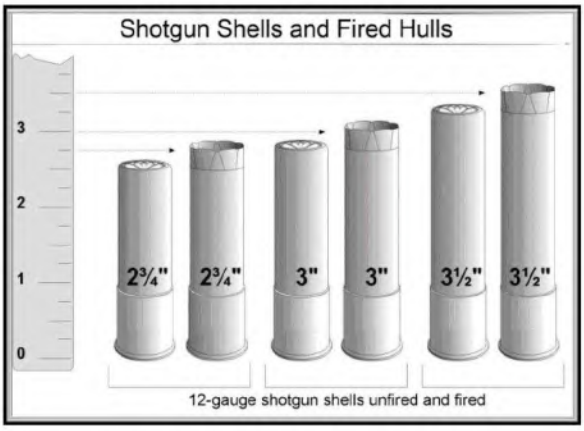
Shot Sizes

Buckshot Sizes

Shot Number	Diameter in Inches	# Pellets Typical Loads
4	.24	27 34
3	.25	20 24
1	.30	12 16 20 24
0	.32	12
00	.33	9 12 15
000	.36	8

Shot Sizes

Shot Number	Diameter in Inches	Pellets / oz. Lead	Pellets / oz. Steel
9	.08	585	na
8	.09	410	na
7½	.095	350	na
7	.10	-	420
6	.11	225	316
5	.12	170	243
4	.13	135	191
3	.14	-	153
2	.15	87	125
1	.16	-	103
B	.17	-	na
BB	.18	50	72
BBB	.19	-	61
T	.20	-	53
TT	.21	-	na
F	.22	-	na

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
11. List the 12-gauge shotgun sizes.  **Figure 33. Shotgun Shells and Fired Hulls**	There can be some confusion regarding the length of shotgun shells and whether they are magnum or non-magnum rated. With shotgun shells, the definition of magnum refers to large capacity or higher velocity. Therefore, all of the mentioned shell lengths can come in either magnum or non-magnum ratings. **Note** The dimensions shown in Figure 33 refer to the lengths of the shells **after** firing.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
12. Explain the danger of using the wrong size shell.	Explain the danger of using the wrong size shell. If available, pass a firearm with a burst barrel around the classroom.

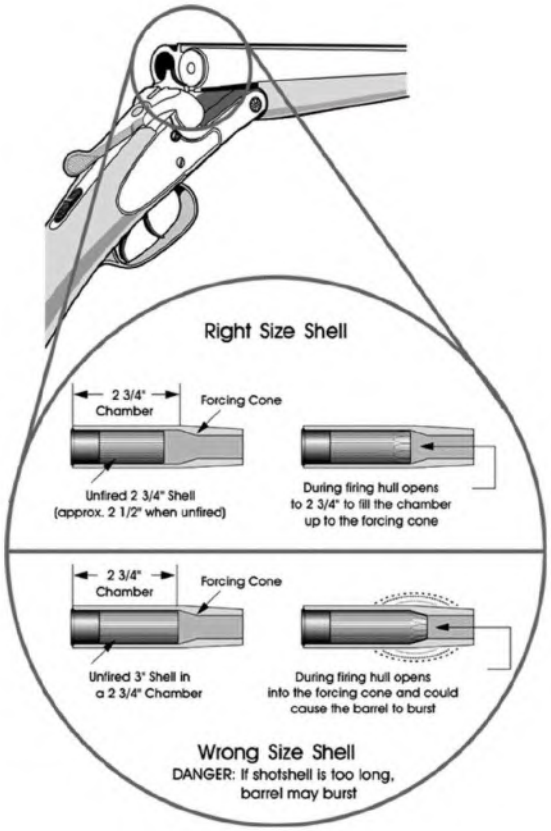
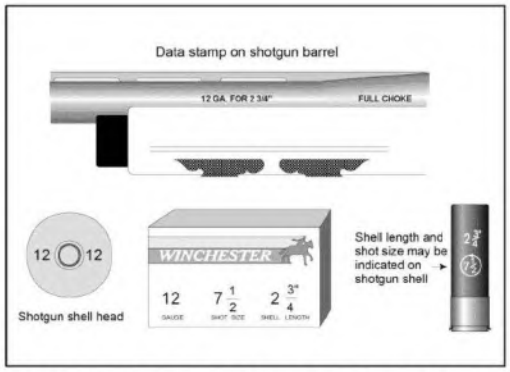
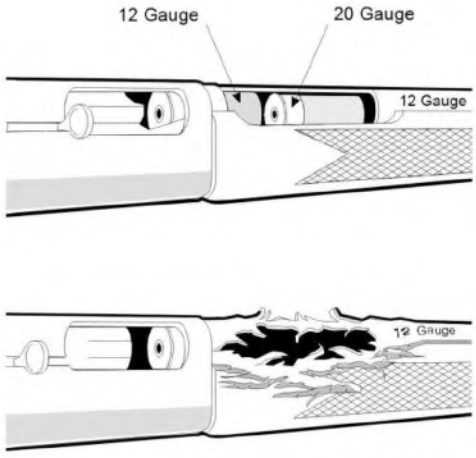
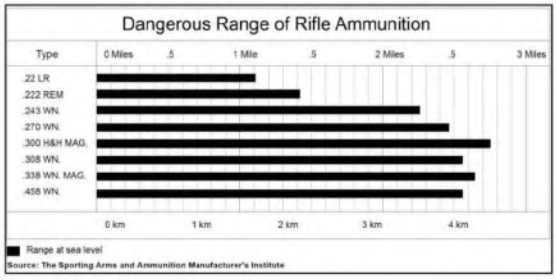


Figure 34. Shell in Chamber

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 35. Data Stamp on Shotgun Shell**  **Figure 36. Exploded Chamber**	Explain how to avoid using the wrong size shell.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
13. State the dangerous ranges of common types of ammunition.	Show dangerous ranges of rifle and shotgun ammunition.
	Explain that range varies with height above sea level, temperature and humidity, etc.
Figure 37. Dangerous Range of Rifle Ammunition	**<u>Example</u>** The effects of wind and altitude on driving a golf ball or baseball.

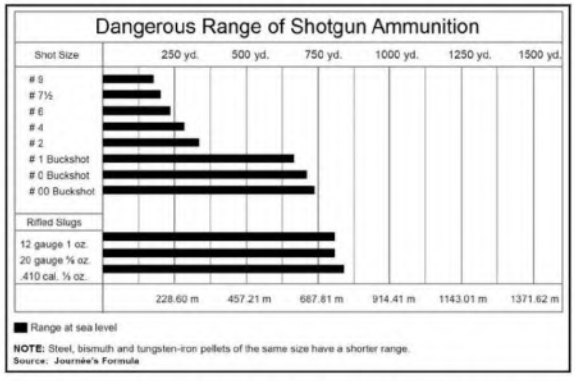
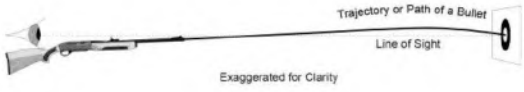



Figure 38. Dangerous Range of Shotgun Ammunition	

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
14. Describe the factors influencing the flight of a bullet or shot.  **Figure 39. Trajectory of a Bullet**	Explain the flight path of a typical bullet. Discuss how it is affected by wind. Introduce and define the terms: trajectory, gravity, air resistance, velocity and mass. Show how they are related to the force of the powder combustion. Explain how velocity affects range and impact. **Reminder for students** "***You are responsible for where the bullet stops.***" **Example** When pitching a baseball, the faster it moves, the farther it goes and the harder it hits.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
15. Identify the appropriate procedure when a cartridge fails to fire.	Explain how incorrect ammunition may lead to jams and possible explosive ruptures. Explain how correct ammunition may still fail to fire. Explain the difference between hangfires, primer pops and misfires. **Ask students** What should you do in the case of a possible misfire? **Answer** Wait for sixty seconds while pointing the muzzle in a safe direction. Open the action and unload the firearm following safe procedures. Then, carefully inspect the bore for obstructions.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
16. Describe the basic precautions and legal requirements for ammunition storage and transport.	**Inform students** Explosives information is issued by Natural Resources Canada. **Ask students** How much ammunition do you think you are allowed to store on your private property for private use? **Answer** "Reasonable" amounts of sporting ammunition. "Reasonable" means quantities typically required for a rifle or shotgun, or for part of a collection. Ammunition should be stored in a locked container or separate from firearms, out of view, etc. Ammunition must not be displayed with a non-restricted firearm. List storage precautions as follows: • away from children; • away from flammables; and • in a cool, dry place.

Ammunition Safety Points to Remember

- Carry ammunition only for the firearm you are using.
- Never experiment with unfamiliar ammunition.
- Using modern ammunition in old firearms may be hazardous.
- When a misfire occurs, slowly count to sixty while pointing the muzzle in a safe direction. Remove the cartridge following safe procedures. Then, carefully inspect the bore for obstructions.
- Never use old or corroded ammunition or reloading components.
- Never use cartridges if you are not certain about their safe use.
- Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.
- Store all ammunition so that unauthorized persons do not have access to it.
- Ammunition should never be displayed with a firearm.
- Ammunition is most safely carried in its original container.
- When hand loading your own ammunition, be certain to strictly follow the procedures in the manuals about reloading ammunition. Treat primers with extra caution—they are explosive devices.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
17. Select correct ammunition for firearm.	Recall location of data stamp on several firearms. Review how to determine the cartridge "name," size and type of ammunition by reading from the cartridge/shell case head stamp and from the supplier's box. **Exercise** Have several students select correct dummy ammunition from a selection on a table after you call out a firearms data stamp.
Recommended lesson time: 70 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Under what circumstances can you store ammunition with a firearm?***

   Where the ammunition and the firearm are stored together in a securely locked container which cannot be easily broken into.

2. ***Name the malfunction whereby, after the trigger is pulled, there is a several-second delay before firing.***

   Hangfire

3. ***What is the preferred temperature and humidity for ammunition storage?***

   A cool dry place.

4. ***Describe four factors which affect trajectory.***

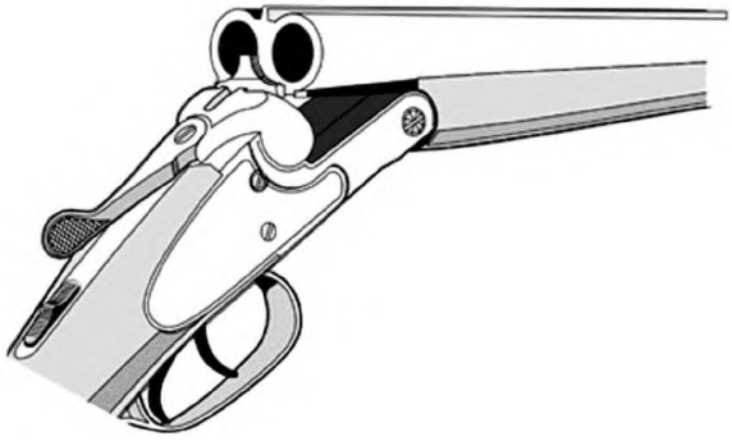
   - **Gravity** pulls the bullet down toward the ground as it is travelling forward. This results in a downward curved path.
   - **Air resistance** holds back the passage of the bullet. This slows its flight.
   - **Velocity** is the speed at which a bullet travels, in a given direction.
   - **Mass** is the weight of the bullet.

5. ***What safety precaution should be taken with a firearm that does not have a data stamp?***

   Take the firearm to a qualified individual. They can measure the chamber and advise on the use of proper ammunition.

6. ***Is it legal to display a firearm and its ammunition together?***

   No.



MODULE 6:
OPERATING FIREARMS ACTIONS

Mass Casualty Commission Exhibit

MODULE 6: OPERATING FIREARMS ACTIONS

Student Handbook pages: 96–143

Module Purpose

To understand the safe use of firearms by doing the following: reviewing the six basic action types of firearms in order to understand how they work and how to safety load and unload them; introducing the various safeties and showing how to locate them; showing the correct way to pick up a gun; and explaining the characteristics of repeating firearms.

Module Concepts/Topics

- Six basic firearms actions
- Safeties and action releases
- How to pick up a gun
- Safely loading each type of action
- Characteristics of repeating firearms

Teaching Aids and Materials

- PROVE it safe poster
- Sample firearms
- Dummy ammunition

GOC00069973_0089

COMM0053779_0088

New Words

acronym
action release
action spring
bead sight
bolt
bolt assembly
bolt carrier handle
box-type magazine
cartridge magazine
chamber a cartridge/shell
charge a magazine
crossbolt/button safety
detachable-box-type magazine
floor- plate
floor-plate release
front sight
full forward
gas port
half cock
magazine follower
detonate
double action
ejection port
ejector
extractor
follower/spring mechanism
grandfathered
hammer lock
hammer back/down
hang up
hinge-floor-plate magazine
lever
lever/pivot/rocker
lifter
loading gate
loading port
lubricant
magazine release
magazine-size limits
manual repeating
pointed centre-fire ammunition
rear sight
receiver
safety
sear
selector lever
self-loading repeating
single action
single shot
slide/tang safety
swing-out cylinder
tang safety
trigger block/lever safety
tube assembly
tubular-type magazine
wing safety

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*To understand the safe use of firearms, you must become familiar with action types, how they work, and how to safely load and unload them.* *This module reviews the different types of firearms, and action types. It introduces the various safeties, their location and different types of action releases.* *It also shows you how to do the following:* • *locate safeties (some actions will not open unless the safety is OFF);* • *open actions and unload—PROVE it safe; and* • *safely load each type of action, with the safety ON, whenever possible.* ***Note to students*** *The use of safety glasses is recommended during this hands-on lesson.*

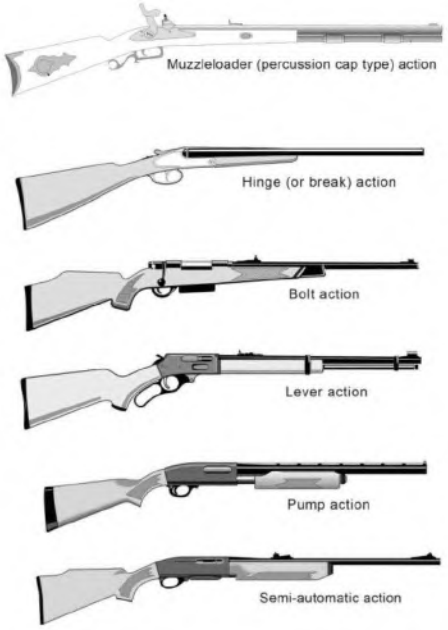
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Recall *the Vital Four ACTS of Firearm Safety* and *PROVE it safe pointers.*	Review **the Vital Four ACTS** and **PROVE it safe** pointers.

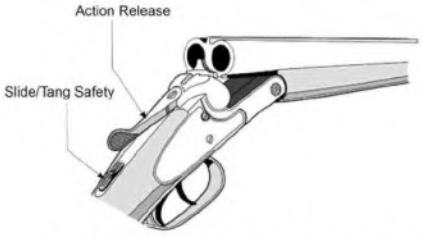
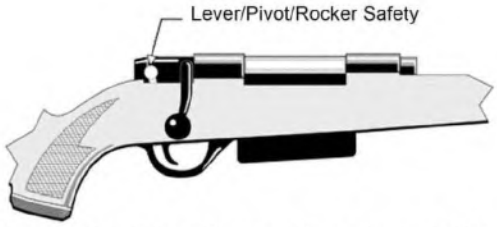
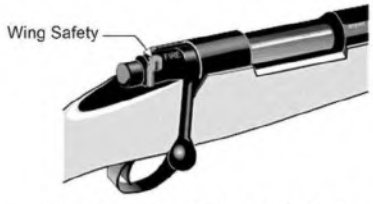
The Vital Four ACTS of Firearm Safety

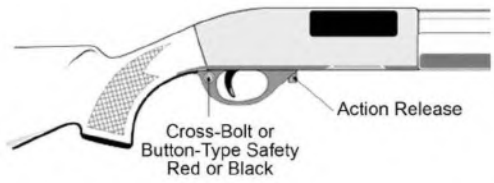
- **A**ssume every firearm is loaded.
- **C**ontrol the muzzle direction at all times.
- **T**rigger finger must be kept off the trigger and out of the trigger guard.
- **S**ee that the firearm is unloaded—**PROVE it safe**.

PROVE it safe

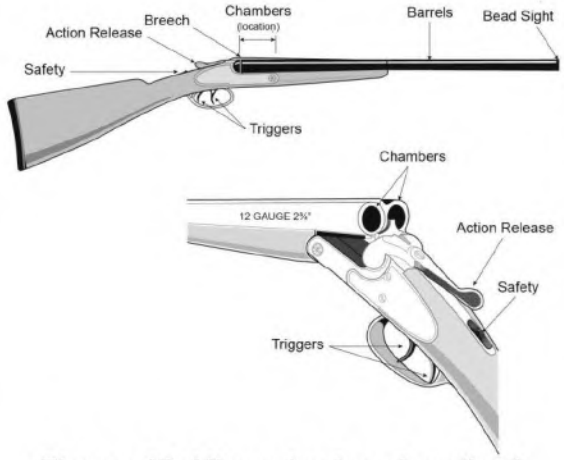
- **P**oint the firearm in the safest available direction.
- **R**emove all ammunition.
- **O**bserve the chamber(s).
- **V**erify the feeding path. **E**xamine the bore (visually or with a rod).

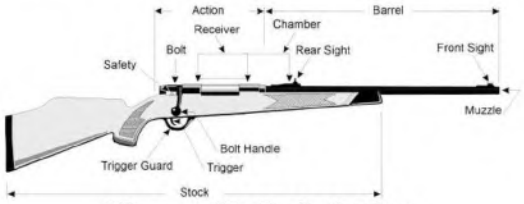
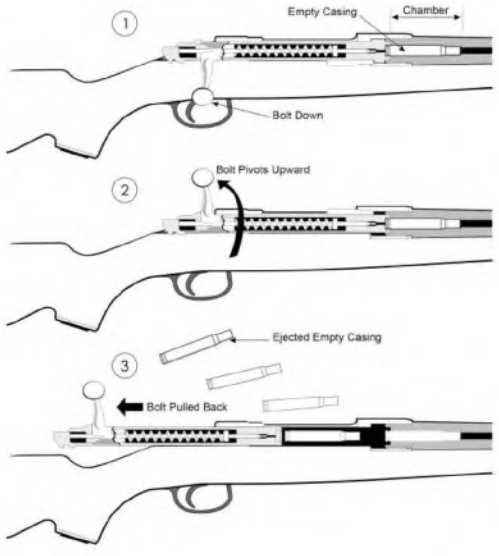
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Recall the six basic firearms action types introduced in Module 3.  **Figure 40. Types of Modern Non–restricted Firearms Actions**	Write the six action types on a flipchart: • Muzzleloader action • Hinge (or break) action • Bolt action • Lever action • Pump action • Semi-automatic action

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Operate major types of safeties and action releases.	Using Figures 41-45 and sample firearms, point out the locations and state the types of safeties and action releases.
 **Figure 41. Side/Tang Safety**	**Reminder for students** That the best safety feature on every firearm is muzzle control and trigger finger discipline.
 **Figure 42. Pivot/Lever/Rocker Safety**	**Reminder for students** Emphasize not relying on a safety. Explain how some firearms might still fire even with the safety **ON**.
 **Figure 43. Wing Safety**	

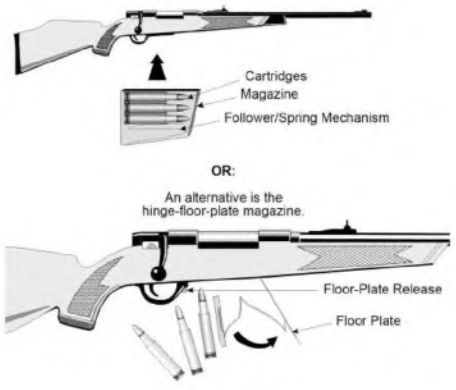
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. List the three positions of the hammer and explain each one in relation to safety. **Figure 44. Trigger Block / Lever Safety**  **Figure 45. Cross-bolt Safety**	Briefly explain the three positions of the hammer in relation to safety. • Fully forward • Half cock • Full cock **Note to students** The presence of a half cock on a firearm does not guarantee that it is a safety. Explain how each safety works.

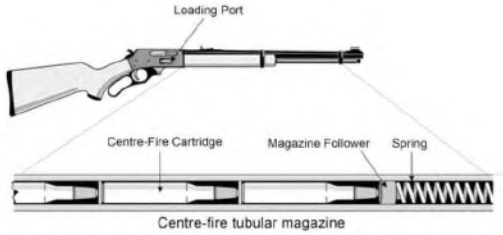
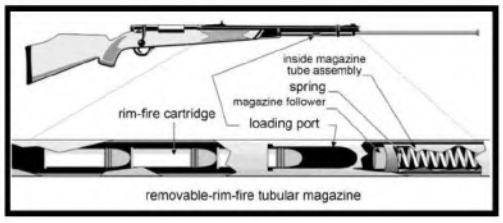
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Explain the general unloading and loading procedures —PROVE it safe. **The Vital Four ACTS of Firearm Safety** • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe** • **P**oint the firearm in the safest available direction. • **R**emove all ammunition. • **O**bserve the chamber(s). • **V**erify the feeding path. • **E**xamine the bore (visually or with a rod).	Review the **Vital Four ACTS** of Firearm Safety and **PROVE it safe** pointers. Refer to the **PROVE it safe** poster. **PROVE** the firearm every time it is picked up. You may consider it still PROVEd as long as it remains within your sight and within your reach. Explain the general unloading procedure. Review how to check the barrel and chamber for obstructions and discuss the importance of this step before loading any firearm. Explain the general loading procedure.

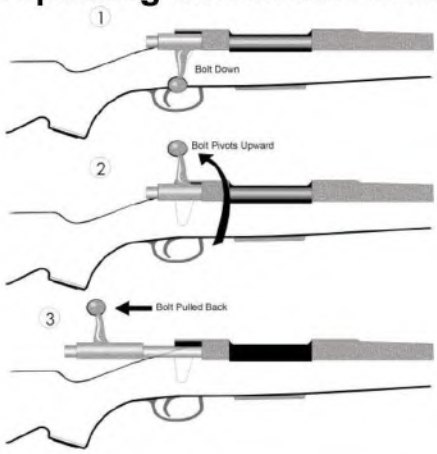
TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
6. Safely unload and load a hinge (or break) action firearm. **The Vital Four ACTS of Firearm Safety** • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe**  **Figure 46. Hinge (or break action)**	Follow the **Vital Four ACTS** and **PROVE it safe**. Using a sample hinge (break) action firearm, identify its major parts: safety, action release, chamber, etc. Follow with Figure 46 to give a clearer view of the inner parts. Demonstrate safe handling and operation while opening and closing the action, checking chamber, operating safety, etc. Using sample firearms and dummy ammunition, demonstrate the full step-by-step procedure while describing constant muzzle control, use of safety, checking cartridge head stamp against data stamp, and inserting and ejecting cartridges or shells in and out of the chamber. Have several students practise opening and closing the actions first. If they can open and close, unload and load is simple, but they must first know how the action works. Have one student practise unloading and loading while the remainder of the students critique. This could also be done in groups.

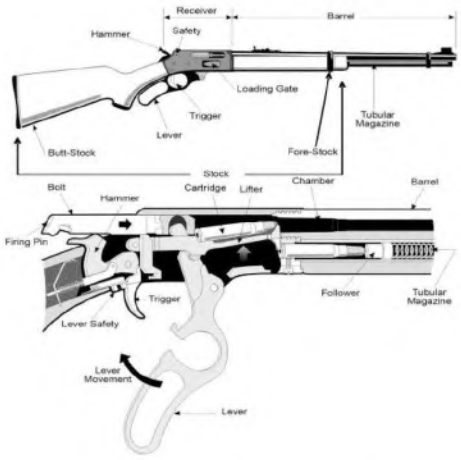
TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
	Optional Have all students demonstrate safe handling of a hinge (or break) action using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised. in a later exercise. Introduce the terminology "chamber a cartridge/shell."
7. Safely unload and load a single-shot bolt action firearm.  **Figure 47. Bolt Action**  **Figure 48. Single-shot Rifle Utilizing Bolt Action to Eject Empty Casing**	**PROVE** each pick up. Using a manual repeating bolt action as a single shot bolt action, identify its major parts: safety, bolt, chamber, firing pin, etc. Demonstrate safe handling and operation by opening and closing the action, checking chamber, operating safety, etc. Once again, show how to check barrel and chamber for obstructions and re-emphasize the importance of this step before loading. Remove bolt and look from breech.

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
The Vital Four ACTS of Firearm Safety • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe** • **P**oint the firearm in the safest available direction. • **R**emove all ammunition. • **O**bserve the chamber(s). • **V**erify the feeding path. • **E**xamine the bore (visually or with a rod).	Using a sample firearm and dummy ammunition, once again demonstrate the full step-by-step procedure emphasizing constant muzzle control, operation of safety, checking cartridge against data stamp, inserting and ejecting cartridges or shells in and out of the chamber. Have one student practise unloading and loading while the remainder of the class critiques. This could also be done in groups. **Optional** Have all students demonstrate safe handling of single shot bolt actions using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending upon class size and resources available.

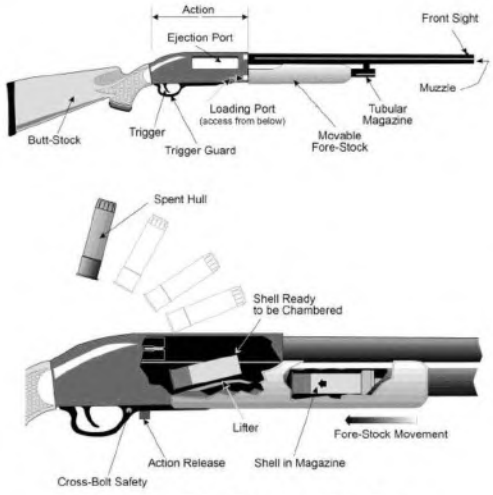
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. Identify the characteristics of repeating firearms.	Explain/describe repeating firearms. List the common types as follows on a flipchart: • Bolt action • Lever action • Pump action • Semi-automatic
9. Explain magazine releases and their legal prohibitions concerning their size.  **Figure 49. Box-type Magazine**	Describe magazine releases. Use Figure 49 and sample firearms to discuss common magazine types, construction and their locations.

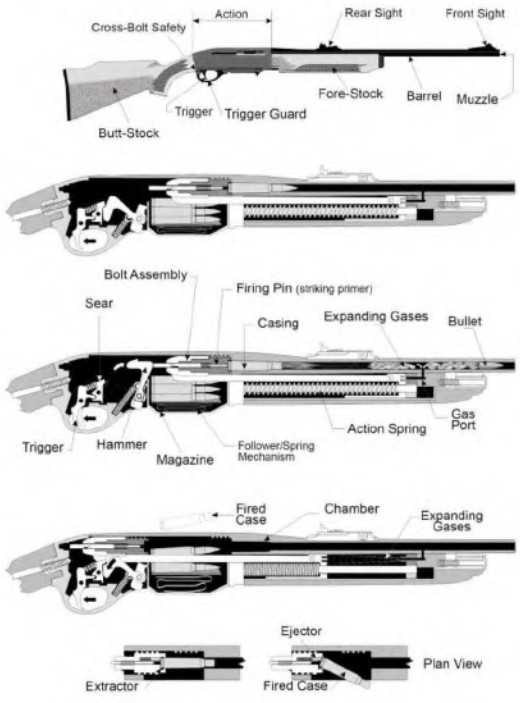
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
10. Demonstrate the releasing or opening of several types of magazines.  **Figure 50. Tubular-type Magazine (centre-fire)**  **Figure 51. Tubular-type Magazine (rim-fire)**	**PROVE it safe.** Briefly, demonstrate the releasing or opening of several types of magazines. Explain that you will go further into depth with each type later when an action with that type of magazine is being taught. Stress the hazards of hang-ups in tubular magazines and demonstrate how to find and check the magazine follower position. Explain legal prohibitions concerning magazine size.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
11. Safely unload and load a repeating-bolt-action firearm.  **Figure 52. Bolt-action Repeater** **The Vital Four ACTS of Firearm Safety** • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe**	**PROVE it safe** each pick up. Using a sample repeating bolt action rifle, demonstrate safe handling and operation by opening and closing the action, checking chamber, operating safety, etc. Demonstrate the release of the magazine, if applicable, and discuss its construction and operation. Demonstrate charging and emptying the magazine. Introduce the concept of "charging a magazine, loading a firearm and chambering a cartridge." Demonstrate how to insert a detachable box magazine into a firearm. ***Again, stress the hazards of hang-ups in tubular magazines.*** Using sample firearms, demonstrate the full step-by-step loading and unloading procedure emphasizing constant muzzle control, operation of safety, checking barrel for obstructions, checking cartridge against data stamp, inserting and releasing magazine and chambering and ejecting cartridges or shells in and out of the chamber.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Optional Have all students demonstrate safe handling of a repeating bolt action using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending on class size and resources available.
12. Safely unload and load a repeating-lever-action firearm.  **Figure 53. Lever Action**	**PROVE it safe.** Using a sample lever action firearm to show its major parts: i.e., safety, open the action, etc. Then follow with Figure 53 to give a clearer view of the inner parts. Demonstrate the operation of the lever action by opening and closing it, operating its safeties, checking chamber, magazine, etc. Demonstrate how to empty the tubular magazine.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
The Vital Four ACTS of Firearm Safety • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe**	Stress the danger of hang-ups and demonstrate how to check for the magazine follower both visually and by feel. Show how to check the barrel for obstructions and re-emphasize the importance of this step. Using sample firearms and dummy ammunition, demonstrate charging the magazine, loading and unloading the firearm by chambering cartridges and ejecting cartridges out of the chamber. Have several students practise loading and unloading a lever action firearm while the remainder of the class critiques. **Optional** Have all students demonstrate safe handling of a lever action using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending on class size and resources available.
13. Safely unload and load a repeating-pump-action firearm.	**PROVE it safe.** Use a sample pump action rifle or shotgun to show its major parts: i.e., safety, action release lever. Then follow with Figure 54 to give a clearer view of the inner parts.

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
 **Figure 54. Pump Action** **The Vital Four ACTS of Firearm Safety** • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe**	Using a sample firearm, demonstrate safe handling and operation by operating the pump, checking chamber, operating safety, etc. Demonstrate charging and emptying the magazine. Stress the hazards of hang-ups in tubular magazines. Using a sample firearm, demonstrate the full step-by-step loading, chambering and unloading procedure emphasizing constant muzzle control, operation of safety, checking barrel and chamber for obstructions, checking cartridge against data stamp, charging and emptying magazine and chambering and ejecting cartridges or shells in and out of the chamber. Have several students practise loading and unloading a pump action firearm while the remainder of the class critiques. **Optional** Have all students demonstrate safe handling of a pump action using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending on class size and resources available.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
14. Safely unload and load a semi-automatic action rifle/shotgun.  **Figure 55. Firing Sequence of a Semi-automatic Rifle**	**PROVE it safe** at each pick up. Use a sample semi-automatic action rifle/shotgun to show its major parts: safety, bolt carrier handle, magazine, etc. Follow with Figure 55 to give a clearer view of the inner parts. Demonstrate its safe handling and operation by opening and closing the action by pulling back on the bolt carrier handle, locking the action open, checking chamber, etc. Demonstrate how to charge and empty tubular and detachable box magazines. Stress danger of hang-ups in tubular magazines and demonstrate how to check for the magazine follower both visually and by feel. Be certain detachable box magazines are removed prior to opening the action. Show how to check barrel and chamber for obstructions.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Using a sample firearm, demonstrate loading and unloading procedure emphasizing constant muzzle control, operation of safety, checking for barrel or chamber obstructions, checking cartridge against data stamp, charging and emptying magazine and chambering and ejecting cartridges or shells in and out of the chamber. Have several students practise loading and unloading semi-automatic action rifles or shotguns while the remainder of the class critiques.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
The Vital Four ACTS of Firearm Safety • **A**ssume every firearm is loaded. • **C**ontrol the muzzle direction at all times. • **T**rigger finger must be kept off the trigger and out of the trigger guard. • **S**ee that the firearm is unloaded—**PROVE it safe**. **PROVE it safe**	**Optional** Have all students demonstrate safe handling of a semi-automatic action using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending upon class size and resources available. **PRACTICAL DRILL** (Buddy System in use) **PROVE** each pick up. In groups of two, have each group practise unloading and loading each of the firearms covered in this module so far. Drill students until you are certain of their ability to safely follow the **Vital Four ACTS** and **PROVE it safe** pointers. **Note** Emphasize safe muzzle direction, finger out of the trigger guard.
Recommended lesson time: 210 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Name the safety that is located on top of the receiver, which is operated by sliding it forward or backward with your thumb.***

   Slide/tang safety.

2. ***Name the safety where the hammer is pulled back to the first click, away from the firing pin.***

   Trigger block/lever safety.

3. ***When operating a cross-bolt safety, what indicates that the gun is ready to fire? Describe this position.***

   If the safety button is red, the gun is ready to fire. This is the "off" position.

4. ***Name the safety that is released when the lever action is pulled tight against the stock allowing the gun to shoot.***

   Trigger block/lever safety.

5. ***Write out in full the expansion of the following two acronyms:***

   A – Assume every firearm is loaded.

   C – Control the muzzle direction at all times.

   T – Trigger finger must be kept off the trigger and out of the trigger guard.

   S – See that the firearm is unloaded—**PROVE it safe**.

   P – Point the firearm in the safest available direction.

   R – Remove all ammunition.

   O – Observe the chamber(s).

   V – Verify the feeding path.

   E – Examine the bore (visually or with a rod).

MODULE 7:
SAFE HANDLING AND CARRYING OF NON-RESTRICTED FIREARMS

Mass Casualty Commission Exhibit

MODULE 7: SAFE HANDLING AND CARRYING OF NON-RESTRICTED FIREARMS

Student Handbook pages: 144-161

Module Purpose

This module discusses personal safety protection and outlines safe handling procedures around vehicles, at the range, outdoors and/or shooting or hunting with a group.

Module Concepts/Topics

- Personal safety protection
- Safety procedures and courtesy at the range (indoor or outdoor)
- Safe handling of firearms in vehicles
- Safe handling of firearms outdoors
- Safety precautions when shooting or hunting with a group
- Carrying positions

Teaching Aids and Materials

- Copies of local firing range rules, if available
- Rifles and shotguns for demonstration of carrying positions
- Classroom set up as simulated outdoor location, with obstacles, etc.
- Safety glasses, earmuffs, earplugs

New Words

backstop
cease-fire
cradle carry
down range
elbow or side carry
firing line
firing point
firing range
range layout
safe zones
shoulder carry
sling carry
target holder
trail carry
two-hand or ready carry
vehicle

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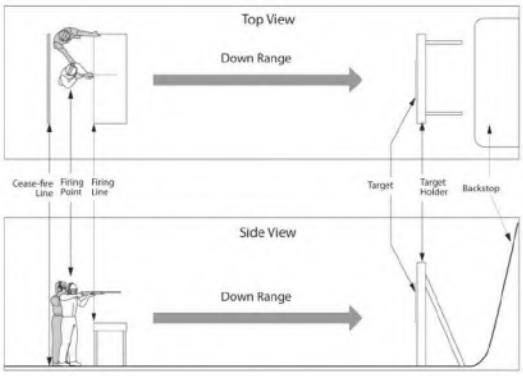
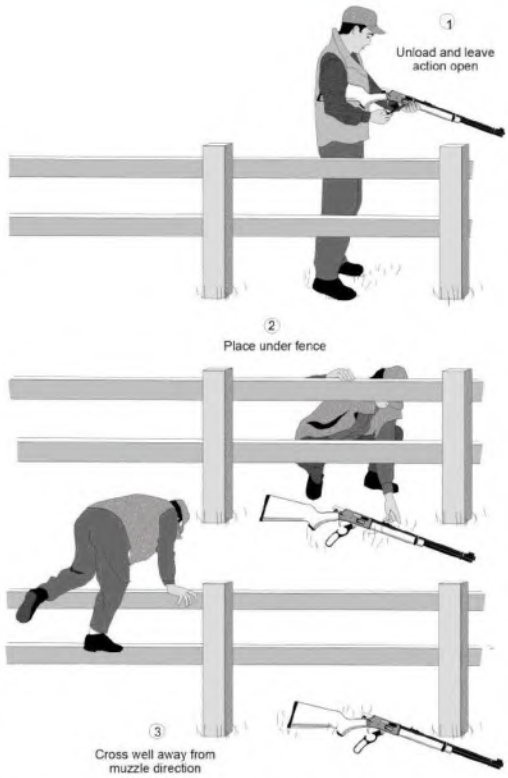
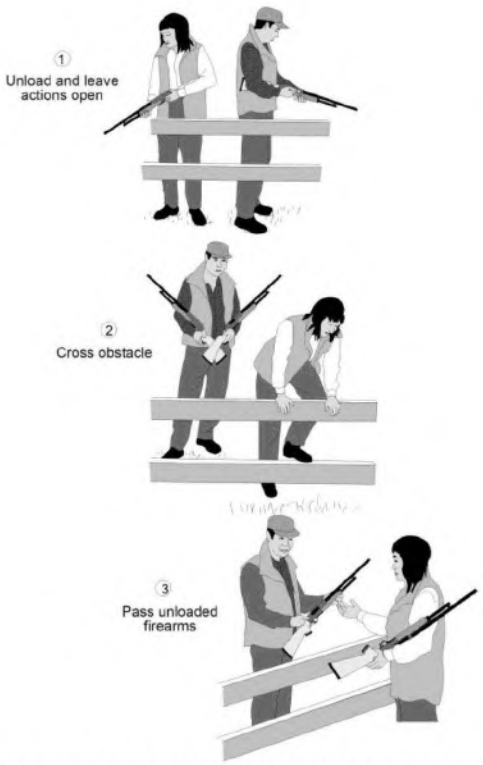
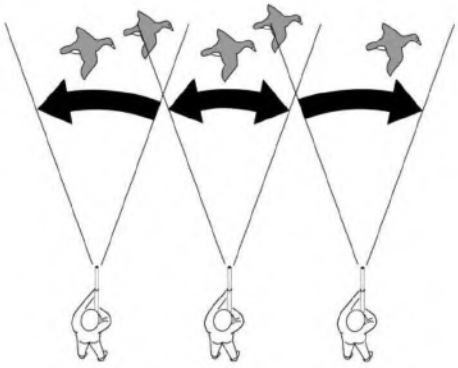
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO as explained in the introductory module.
INTRODUCTION	*This module reinforces safe handling procedures in the following areas:* • *around vehicles;* • *at the range (indoor or outdoor);* • *outdoors; and* • *shooting or hunting in a group.*
1. Explain personal safety protection. **Figure 56. Sight and Hearing Protection**	Demonstrate the use of personal safety devices, such as the following: • Safety glasses • Earmuffs • Ear plugs
2. List some examples of typical range commands.	Emphasize that range commands and rules vary between shooting sports and jurisdictions. List the following examples of typical range commands: • "The range is active" • "Cease-fire" • "The range is no longer active"

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Explain firing range procedures.  **Figure 57. Range Layout with Direct Supervision**	Use Figure 57 to illustrate a typical range layout. Go through the standard range rules, writing them on a flipchart as you go along. Discuss range courtesy. Emphasize how standard range rules and courtesy reduce the chances of unintentional discharges.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Explain safe firearms handling procedures around vehicles.	State an example of an incident from the Student Handbook. Ask students to identify the following contributing factors: • Unsafe muzzle direction • Loaded firearm in a vehicle • Firearm in an insecure position **Example of an Incident** A duck hunter placed his loaded shotgun into his boat and climbed in. His dog then jumped into the boat, landing on the shotgun. The firearm fired, fatally shooting the hunter in the stomach.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Demonstrate safe handling of firearms outdoors.  **Figure 58. Individual Crossing a Fence Safely**	Demonstrate safe procedures for set up of firearms when arriving at a field location, crossing obstacles, etc. **Note to instructor** Arrange the teaching area to simulate a field area by aligning tables to represent fences, trees, etc. Stress the need for the firearm to be unloaded, safety on, correct muzzle direction, action open, etc. In addition, stress the need to check the barrel and chamber **every time** before a firearm is reloaded.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 59. Group Crossing a Fence Safely**	Recall the concept of being sure of your target before you shoot. **Reminder for students** Use binoculars to see distant objects more clearly. **Never** use a scope mounted on a firearm to identify persons, animals or objects. Emphasize how these precautions reduce the chances of incidents.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Identify the safety precautions required when shooting or hunting with a group.  **Figure 60. Safe Zones of Fire**	Discuss precautions to take when hunting with a group.
7. Demonstrate six rifle and shotgun carrying positions. **Figure 61. Two-hand or Ready Carry**	Using a sample rifle or shotgun, demonstrate and explain the six carrying positions. Recall the rule for keeping the chamber empty except when about to shoot.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 Figure 62. Cradle Carry **Figure 63. Elbow or Side Carry (action open)** **Figure 64. Trail Carry**	

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 Figure 65. Shoulder Carry **Figure 66. Sling Carry**	Point out the dangers of shoulder, trail and sling carries.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
PRACTICAL DRILL	**Exercise** Have students practise casing firearms, removing them from a vehicle, preparing firearms for use, crossing obstacles, and resting, etc. Monitor very closely for whether the firearm is unloaded, muzzle direction safe, finger off trigger, action open during obstacle crossing or in vehicle or when resting, etc. Simulate vehicles and boats with classroom furniture and have students entering and leaving with firearms. Have students simulate groups moving through a field in several ways: i.e., in line, ahead, side-by-side and alone. Monitor muzzle direction and finger out of trigger guard closely. Have several students practise at once while the rest of the class monitors and critiques. Switch roles so that everyone has a chance to practise.
Recommended lesson time: 70 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***List the two items of personal protective equipment one is required to wear before entering a gun range.***

   Sight (safety glasses) and hearing (ear plugs) protection.

2. ***List the four procedures to follow when the "cease-fire" command is given.***

   - All firing stops at once
   - Firearms are unloaded and actions are opened
   - Firearms are laid on the mat or on the table (their muzzles point in a safe direction down range)
   - Shooter steps back from the firing line, behind the cease-fire line

3. ***What direction is safe to point your firearm, when on the firing line?***

   Down range.

4. ***What is the supervision responsibility for minors on a gun range?***

   Minors are under direct and immediate supervision while shooting.

5. ***You must agree on who shoots where, when shooting outdoors with a group. This is called the…?***

   Safe zones of fire.

6. ***List the carrying positions and their direction of discharge if the firearm was to accidentally fire.***

   - Two-hand or ready carry
   - Cradle carry
   - Elbow or side carry
   - Trail carry
   - Shoulder carry
   - Sling carry

MODULE 8:
FIRING TECHNIQUES AND PROCEDURES FOR NON-RESTRICTED FIREARMS

Mass Casualty Commission Exhibit

MODULE 8: FIRING TECHNIQUES AND PROCEDURES FOR NON-RESTRICTED FIREARMS

Student Handbook pages: 162–178

Module Purpose

This module explains the elements of marksmanship as follows: shooting positions, aim, trigger control, sight alignment, controlled breathing and follow-through. Safe target selection is also discussed.

Module Concepts/Topics

- Anticipation of the possible results of a shot before firing
- Shooting positions
- Aiming firearms and sight alignment
- Breathing as it relates to shot release
- Trigger control
- Follow-through
- Target selection

Teaching Aids and Materials

- Samples of scope and other sights
- Rifles and shotguns for demonstrating shooting positions

New Words

aperture (peep) sight
cross-hairs
dominant (master) eye
electronic red-dot sight
follow-through
marksmanship
master (dominant) eye
open (iron) sight
prone position
shotgun sight (rifled barrel)
sight alignment
sight picture
telescopic (optical) sight

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TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module goes through the elements of marksmanship: shooting position, aiming, sight alignment, breathing as it relates to shot release, trigger control, and follow-through. Safe target selection will also be discussed.*
1. Explain the importance of trying to anticipate the possible situations and shots that may occur when using a firearm.	**Reminder for students** Be sure before you shoot. Explain the importance of trying to anticipate the possible situations and shots that may occur when using a firearm. **Examples** Could someone be just over the hill? Where will the bullet go if it passes completely through the target?

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Assume a safe and correct shooting position suitable to the firearm and target. **Figure 67. Standing Position** **Figure 68. Kneeling Position**	Demonstrate standing and kneeling firing positions for shotguns and rifles.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 Figure 69. Sitting Position **Figure 70. Prone Position** **Figure 71. Shotgun Shooting Position**	Explain how shooting a shotgun is different from shooting a rifle.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Demonstrate safe aiming of a firearm and explain how to determine which eye is dominant.	Discuss "master" or dominant eye, its importance to aiming and how to determine which eye is dominant. Use Figure 72 to demonstrate the different types of sights.

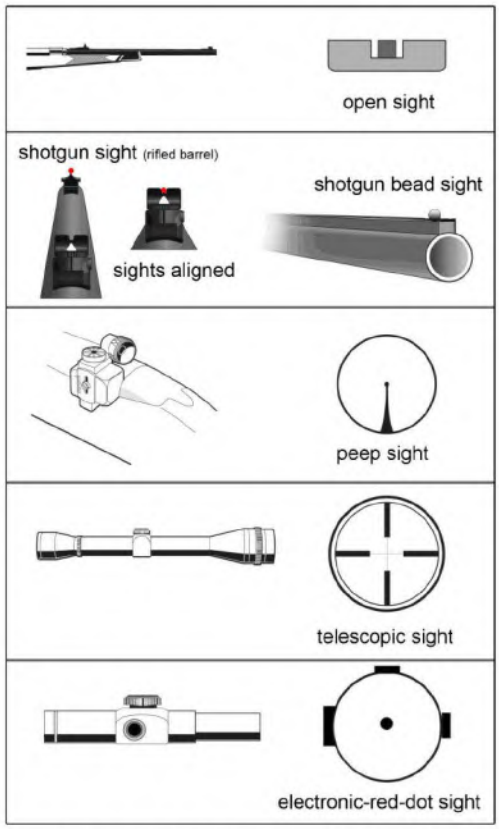
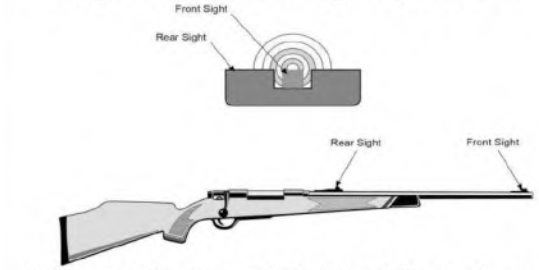
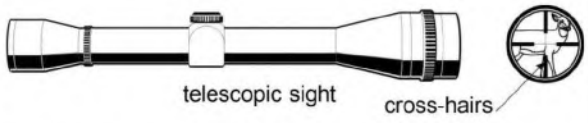
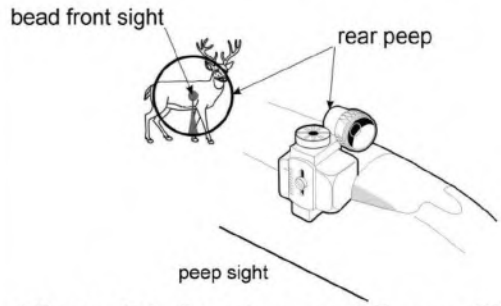


Figure 72. Types of Sights

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Explain the concepts of sight alignment and sight picture.  **Figure 73. Open Sights Aligned on a Target**   **Figure 74. Aperture and Scope Sights Aligned on a Target** **Figure 75. Shotgun Sight Alignment**	Explain the difference between aiming a rifle and pointing a shotgun.

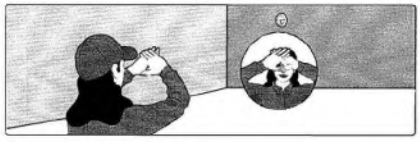


Figure 76. Determining your Master Eye

Discuss the "master eye" and explain how to determine which eye is dominant and its importance in aiming a firearm correctly.

Have students determined their master eye.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Demonstrate the controlled breathing cycle for good marksmanship.	**PROVE it safe.** Demonstrate controlled breathing as it relates to shot release while aiming a firearm. See Figure 77. Have students practise both trigger control and the controlled breathing cycle.

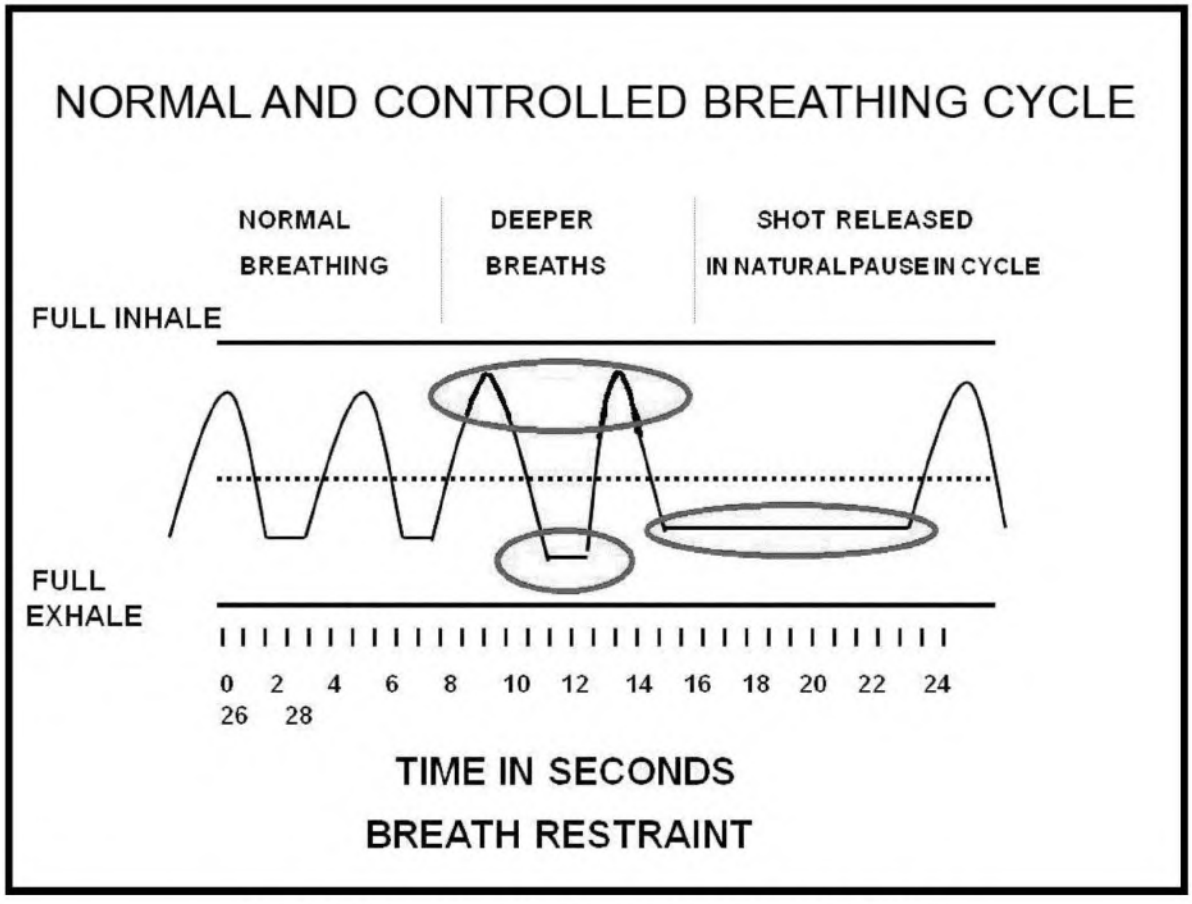


Figure 77. Normal and Controlled Breathing Cycle

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Explain trigger control.	Explain the difference in trigger control between shotguns and rifles.
7. Explain the importance of follow-through.	Question the students about follow-through. Are they able to explain what it is and why it is important?
8. Identify acceptable and unacceptable targets. ***Acceptable targets:*** • A target that is positively identified • A target that is safe to shoot at • A target that can be lawfully shot ***Unacceptable targets:*** • A target that you are not sure of or cannot see • A target that cannot be shot safely • A target that is not legal to shoot	**Ask students** What is an unacceptable target? **Answer** Refer to acceptable and unacceptable targets listed in the Student Handbook.
Recommended lesson time: 25 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***It is important to always judge the possible results of every shot carefully before firing. True or false?***

   True

2. ***Name the four shooting positions for rifles. Which one of the four provides the steadiest aim?***

   - Standing
   - Sitting
   - Kneeling
   - Prone is the steadiest

3. ***Describe the importance of determining your master eye.***

   Your master eye is the stronger eye and will judge speed and range. It also will focus more accurately.

4. ***What is an acceptable target?***

   A target that is positively identified.

5. ***Why is trigger control essential for accurate shooting?***

   Anything other than a smooth squeeze will cause the firearm to waver and send the shot off target.

MODULE 9:
CARE OF NON-RESTRICTED FIREARMS

MODULE 9: CARE OF NON-RESTRICTED FIREARMS

Student Handbook pages: 179–187

Module Purpose

This module stresses the importance of regular firearms servicing. General firearm and ammunition cleaning are explained. Cleaning a rifle barrel from the breech to the muzzle is also discussed.

Module Concepts/Topics

- Firearm servicing
- Firearm cleaning and maintenance
- Firearm cleaning materials
- Firearm cleaning procedures
- Cleaning a rifle from the breech to the muzzle
- Keeping ammunition clean

Teaching Aids and Materials

- Gun oil
- Cleaning kit
- Rifle

New Words

bore brush

bore cleaner (powder solvent)

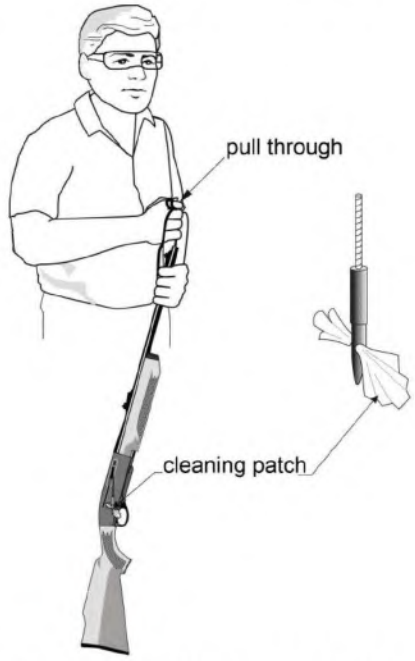
pull-through

residue

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module will focus on firearm servicing. General cleaning instructions for both firearms and ammunition will be explained. The cleaning procedure for a rifle will be discussed.*
1. Service firearms properly.	Suggest to students that they should arrange for training in the care and servicing of their firearms from the manufacturer, a gun club, a gunsmith or a gun shop. Stress that they should always follow the instructions in the owner's manual. Stress the dangers of attempting to do repairs themselves. Recommend that all repairs be done by qualified individuals.
2. Describe the reasons for regular firearm cleaning and maintenance.	Question students on the possible causes of firearm deterioration, i.e., corrosion from exposure, humidity, burning powder action; build-up of ammunition residue in barrel; stock drying and warping from exposure to elements, etc. Introduce the possibility that ammunition jamming could be caused by poor firearm cleaning or maintenance. Stress that proper maintenance can improve accuracy and help maintain the value of the firearm.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS

3. List the cleaning materials required to clean a firearm properly and mention some precautions.	Show parts of a cleaning kit as follows and briefly describe its use:
	• cleaning rod and attachments (ensure to use the correct size), such as:
	  • bore brush, and
	  • tips to hold cloth patches;
	• patches;
	• powder solvent;
	• light gun oil; and
	• soft cloth.
	
	Reminders for students
	• Follow the **Vital Four ACTS** and **PROVE it safe** pointers.
	• Ensure no ammunition is nearby during cleaning.
	• Don't be distracted while cleaning a firearm (such as watching television).
	• Never allow a loaded firearm in any building or living area.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Describe the procedure for cleaning a firearm. **Figure 78. Cleaning a Rifle Barrel from the Breech to the Muzzle**  **Figure 79. Cleaning a Rifle**	Point out the safety procedures in the Student Handbook for cleaning a firearm. Stress that safety glasses must be worn if cleaning requires disassembly of the firearm. Stress use of proper gun oil, following the **Vital Four ACTS**, etc. **Optional** Demonstrate cleaning a firearm. **Reminders for students** • After cleaning a firearm for storage, avoid skin contact with metal parts. Acids in perspiration can cause rust. • Ensure to wash your hands after cleaning a firearm.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Explain the importance of keeping ammunition clean and dry.	Explain the effects of oil, grease, moisture, sand, dirt, heat and long-term vibration on ammunition.
Recommended lesson time: 30 minutes	**BRIEFLY REVIEW "NEW WORDS"WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Mass Casualty Commission Exhibit

Review questions and answers

1. ***Describe the mandatory procedure before servicing a firearm.***

   Ensure that the firearm is unloaded and **ACTS/PROVE it safe** before attempting to clean it.

2. ***Where do we find directions on disassembly and lubrication for a specific firearm?***

   Check the owner's manual.

3. ***What is the risk caused by excess oil and grease inside the barrel?***

   Can damage the firearm and cause jamming of the action.

4. ***What effect does penetrating oil have on ammunition primers?***

   Increased pressure caused by oil may cause the barrel to burst.

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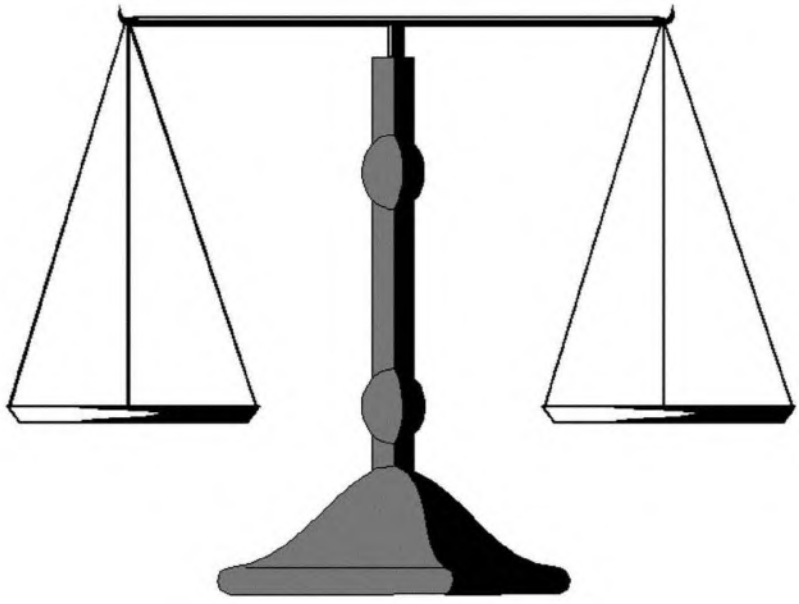

MODULE 10:
SOCIAL RESPONSIBILITIES OF THE FIREARM OWNER/USER

Mass Casualty Commission Exhibit

MODULE 10: SOCIAL RESPONSIBILITIES OF THE FIREARM OWNER/USER

Student Handbook pages: 188–195

Module Purpose

This module is intended to raise awareness of the issues of intentional and unintentional misuse of firearms and the importance of proper storage. Firearm hazards and precautionary measures are discussed. Social, ethical and legal responsibilities of firearm owners and users are also discussed. In addition, other duties of the owner/user are examined.

Module Concepts/Topics

- Awareness of the major causes of intentional misuse of firearms
- Importance of reporting the loss or theft of a firearm
- Importance of secure storage of firearms
- Firearm hazards and precautionary measures
- Social responsibilities and ethics
- Legal responsibilities
- Other duties of firearm owners/users

New Words

ethics
homicide
impulse
indictable offence
suicide
summary conviction
unintentional and intentional misuse

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TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
INTRODUCTION	*This module is intended to raise awareness of the issues of intentional and unintentional misuse of firearms and the importance of proper storage. We will also discuss the social, ethical and legal responsibilities of firearm owners and users.*
1. Identify the major causes of intentional firearm-related incidents and injuries.	Question students to determine their ideas of the causes of most firearm-related incidents or injuries. Explain that in fact, most incidents or injuries are caused by the unsafe use of firearms. Discuss what type of person might intentionally misuse a firearm. Introduce the concepts of irresistible impulse or uncontrolled rage as something that can happen to almost anyone under certain circumstances. Explain that many suicides may not happen if the despondent person cannot easily obtain a firearm. Also, point out that several weeks later, a person who was unsuccessful at attempting suicide is often happy to have failed and most often never attempts to take his/her own life again.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	In addition, point out the fact that a firearm is far more harmful than most other weapons that might be used during an attempted suicide or act of domestic violence. **Optional** Present newspaper clippings related to firearm-related homicide. Question students to develop a list of precautions that can be taken to reduce the intentional misuse of firearms for impulsive acts of suicide or homicide (i.e., secure storage, removal of firearms from stressful situations and reporting signs of risk at an early stage).
2. Explain the requirement to report the loss or theft of a firearm.	**Stress the importance of reporting the loss or theft of a firearm.**

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Describe how to store firearms at home safely and securely.	Question class to develop a step-by-step procedure to ensure that any firearms stored at home are both safe and secure, i.e., unloaded, trigger or cable locked, locked away, separated from ammunition. **List these steps on a flipchart and have the students copy them into a notebook.**

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Describe firearm hazards and precautionary measures.	

Table 8. Firearm Hazards and Precautions

Hazards	Precautions
Access by unqualified or unauthorized users	Disable action before storage or transport (or use trigger or cable lock) Store firearms in a safely locked cabinet or container, out of view Store ammunition separately and out of view Supervise unqualified users
Unintentional discharge	Control muzzle direction at all times Unload firearm when not in immediate use Open action when handling Keep finger off trigger and out of the trigger guard except when firing Safety ON No horseplay A malfunctioning firearm may result in unintentional discharge Ensure your firearm is well maintained and regularly serviced
Wrong ammunition	Carry only correct ammunition Check ammunition against firearm data stamp Use proper ammunition for target and conditions If reloading, follow correct procedures Improperly loaded ammunition can cause a firearm incident Ensure you know how to load correctly
Ricochets	Be extra cautious when shooting at or towards flat or hard surfaces Check area near or behind target before firing Be extra cautious when shooting at or towards water
Wrong target	Identify target before firing and be sure before you shoot Know what is behind target Make sure the backstop is adequate

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
5. Describe the social responsibilities of firearm owners/users.	**Discuss.** The following are the main points (further explanation is in the Student Handbook): • Store all firearms and ammunition properly. • Explain firearm safety to all family members. • Remove firearms from situations of potential violence. • Act sensibly and carefully while around firearms. • Never consume drugs or alcoholic beverages when around firearms. • Always get permission before shooting on someone else's property. • Have your eyesight checked regularly. • Maintain your firearm in good working order. • Avoid firing near buildings or roads. • Know and respect firearms regulations and local by-laws. • Wear safety equipment.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Describe the legal responsibilities of firearm owners/users.	Describe the legal responsibilities of firearm owners/users.
7. Explain other duties of firearm owners/users.	Explain that going beyond what the regulations require will increase safety. Refer students to this topic at the end of Module 10 in the Student Handbook. Stress the legal consequences of pointing a firearm at someone. Discuss the consequences of ignoring regulations. Use this as a lead into the next module where the details of safe storage, display, transportation and handling will be explained.
Recommended lesson time: 50 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Is there a time when a gun owner does not have a moral or a legal responsibility for his firearm?***

   No, the gun owner is always responsible for his/her firearm.

2. ***List five hazards that could potentially cause firearm injuries and fatalities.***

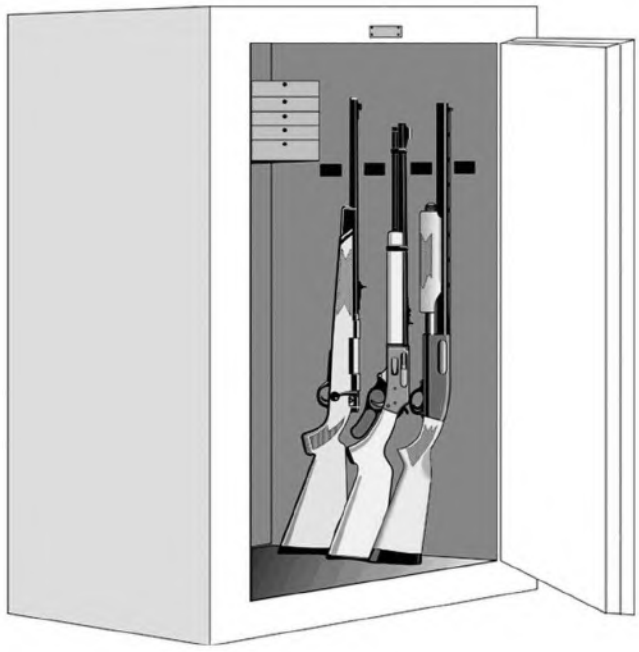
   - Access by unqualified or unauthorized users
   - Unintentional discharge
   - Wrong ammunition
   - Ricochets
   - Wrong target

3. ***List three ethical responsibilities of a firearm's owner.***

   - Never consume drugs or alcoholic beverages around firearms
   - Store all firearms and ammunition properly
   - Remove firearms from situations of potential violence

4. ***What is the most positive influence on the prevention of firearm incidents?***

   Secure storage of firearms and ammunition.



MODULE 11:
SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS

MODULE 11: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS

Student Handbook pages: 196–207

Module Purpose

This module defines the legal classes of firearms. It also explains the requirements set out in the ***Storage, Display, Transportation and Handling of Firearms by Individuals Regulations***.

Module Concepts/Topics

- Legal classes of firearms, ammunition and devices—non-restricted, restricted, prohibited
- Storage of non-restricted firearms
- Display of non-restricted firearms
- Transport of non-restricted firearms
- Handling of non-restricted firearms

New Words

silencer

container

prohibited ammunition

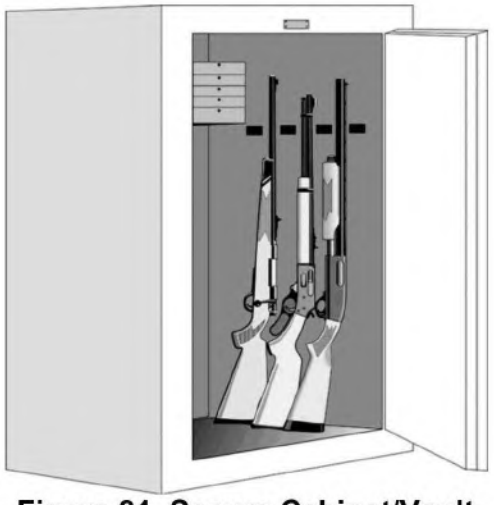
prohibited device

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module explains the requirements set out in the **Storage, Display, Transportation and Handling of Firearms by Individuals Regulations**.*
1. Recall the class of non-restricted firearms.	Review the class of non-restricted firearms: rifles and shotguns. **Note to students** *Some rifles and shotguns are considered restricted or prohibited. Persons wishing to acquire such firearms should contact a firearms officer for further information.*

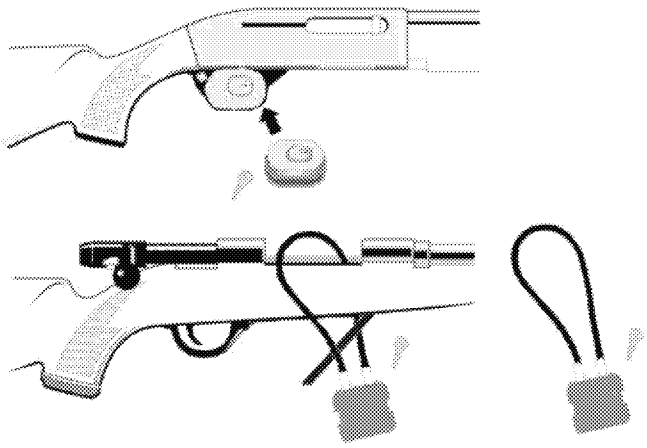
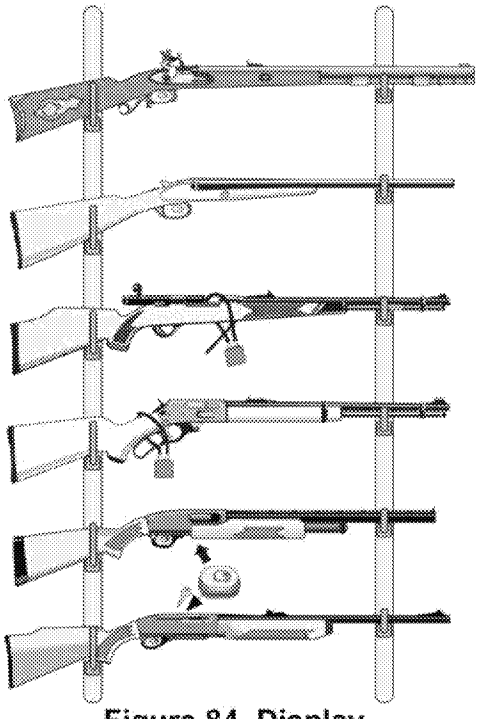
Non-restricted Firearms

Generally, firearms commonly used for hunting or sporting purposes such as target shooting are included in this class. The following are examples of non-restricted firearms:

- rifles; and
- shotguns.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Describe the legal requirements for firearms storage. **Figure 80. Safe**  **Figure 81. Secure Cabinet/Vault**	**Note to instructor** The legal requirements explained in Module 11 are set out in the *Storage, Display, Transportation and Handling of Firearms Regulations*. Follow this module plan closely and do not elaborate on the regulations. If students have questions, refer them to the regulations. **Reminder for students** Keep in mind that storing ammunition in an unvented container may create an explosive hazard during a fire. **Figure 82. Storage Case**

Mass Casualty Commission Exhibit

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Describe the legal requirements for firearms display.  **Figure 83. Security Cable and Trigger Locks**  **Figure 84. Display**	A non-restricted firearm may be displayed only under the following conditions: **1.** It is unloaded, **and** • rendered inoperable by using a secure locking device (Figures 83 and 84); **or** • stored in a securely locked container, receptacle or room that cannot be easily broken open or into. **2.** It is not displayed with and not within easy access to ammunition that can be discharged from it.

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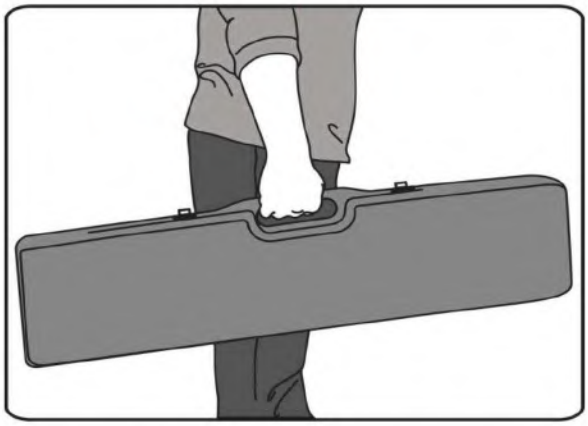
TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
4. Describe the legal requirements for the transport of firearms. • You may leave a non-restricted firearm in an unattended vehicle if it is unloaded and placed in a locked trunk or a similar compartment of the vehicle. • If the unattended vehicle does not have a trunk or a similar compartment, lock the vehicle or the part of the vehicle that contains the non-restricted firearm and leave the non-restricted firearm inside, unloaded and out of sight. Every person who stores, displays, transports or handles a firearm in a manner contrary to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* may: lose their firearm; lose their licence; be prohibited from possessing firearms for a period of time; and is: **1.** guilty of an indictable offence and liable to imprisonment: • in the case of a first offence, for a term not exceeding two years; and • in the case of a second or subsequent offence, for a term not exceeding five years; or **2.** guilty of an offence punishable on summary conviction (a fine of $5 000 and/or six months imprisonment). **Reference:** Subsections 86(2) and (3) of Part III of the *Criminal Code* **They may also lose their firearm and/or their licence, receive a fine and/or jail time and/or be prohibited from possessing a firearm for a period of time.**	Explain that non-restricted firearms must be transported unloaded. Explain the exception for muzzleloading firearms. Explain the transport requirements in relation to vehicles. Close with the excerpt from the *Criminal Code*.

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
5. Describe the legal requirements for firearms handling.  **Figure 85. Lockable Carrying/Storage Case** Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and may: lose their firearm; lose their licence; be prohibited from possessing a firearm for a period of time; and is: **1.** guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or **2.** guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment). **Reference:** Subsections 87(1) and (2) of Part III of the *Criminal Code* **They may also lose their firearm and/or their licence, receive a fine, and/or jail time and/or be prohibited from possessing a firearm for a period of time.**	**Reminder for students** Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged. Always be sure of your target and beyond. **Optional** Have students correctly demonstrate how to store, transport and handle firearms. (Use the Buddy System.) Close the lesson by summarizing the **Vital Four ACTS** and **PROVE it safe** pointers. Use the **Vital Four ACTS** and **PROVE it safe** posters.

Recommended lesson time: 35 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***List three rules you must follow in order to legally display a firearm.***

   - It is unloaded.
   - It is rendered inoperable by using a secure locking device.
   - It is not displayed with, and not within easy access to, ammunition that can be discharged from it.

2. ***Name two devices used for permanent firearm storage and two devices used for temporary storage.***

   Permanent storage:

   - a safe; and
   - a securely locked container, receptacle or room that cannot be easily broken open or into.

   Temporary storage:

   - a secure locking device on the firearm; and
   - a carrying case.

3. ***Name one type of prohibited ammunition and two types of prohibited firearm accessories.***

   Prohibited ammunition:
   - Projectile that is designed, manufactured or altered to ignite on impact

   Prohibited firearm accessories:
   - Silencer
   - High-capacity magazine

4. ***List three rules you must follow in order to legally transport non-restricted firearms.***

   - They must be transported unloaded.
   - A non-restricted firearm may be left in an unattended vehicle if it is unloaded and placed in a locked trunk or similar compartment of the vehicle.
   - Loaded muzzleloading firearms may be transported between hunting sites if the percussion cap or flint is removed, subject to provincial/territorial regulations.

5. *What is the penalty for a person who transgresses the laws of safe storage, safe transport and/or safe handling of firearms?*

They may lose their firearm and/or their licence, receive a fine and/or jail time, and/or be prohibited from possessing a firearm for a period of time.

CLOSING MODULE

CLOSING MODULE

Module Purpose

This module is a review of the course materials and a conclusion to the course.

Module Concepts/Topics

- Review
- Conclusion

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Recall the basic safety points outlined in the course.	Ask the class what questions they may have about firearm safety. **Training tip** At the end of a course, or lesson, if you ask students: "Do you have any questions?", they most likely will say "no." If you ask "What questions do you have?", you are more likely to get questions and discussion.
2. Conclusion.	Have students complete the course evaluation form. Conclude the course by reminding students to handle firearms safely. Follow the Vital Four **ACTS** and **PROVE it safe**.
Recommended lesson time: 45 minutes	

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ROYAL CANADIAN MOUNTED POLICE · GENDARMERIE ROYALE DU CANADA

INSTRUCTORS GUIDE

CANADIAN FIREARMS PROGRAM

CANADIAN RESTRICTED FIREARMS SAFETY COURSE

2014

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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2. Firearms ownership—Canada.

3. Firearms—Safety measures.

4. Gun control—Canada.

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INTRODUCTION TO THE CANADIAN RESTRICTED FIREARMS SAFETY COURSE

Overview

The Canadian Restricted Firearms Safety Course (CRFSC) is designed to apply to novice restricted firearm users. Existing firearms safety courses across Canada have a proven track record in the reduction of firearm-related incidents. However, these courses have been designed and delivered for firearms use in a specific activity. The CRFSC is an introductory firearms safety course intended for all new restricted firearm users and those individuals who wish to acquire restricted firearms.

The CRFSC is a 6 hours class, excluding breaks and exams. If the CRFSC immediately follows the CFSC (within 7 days), it may be thought in 4 hours (excluding breaks and exams).

The Canadian Firearms Program

The CFP is administered by the RCMP/CFP, which works with provincial CFOs and many community partners across the country in implementing the *Firearms Act* and its Regulations, and other related legislation regarding firearms.

The goal of the CFP is the safe and responsible use of firearms, and it includes a range of activities directed toward achieving that goal such as the following:

- the licensing of all firearm owners and businesses;
- the delivery of the CFSCs;
- public education regarding safe storage, transport and use of firearms; and
- import and export controls.

Licensing, registration and other Program information is recorded in the Canadian Firearms Information System, a national database that is managed by the RCMP/CFP. Certain information is available to law enforcement agencies to help them prevent and investigate firearms incidents and crime, consistent with the public safety objectives of the *Firearms Act.*

The student's personal information is carefully protected by the CFP, consistent with the *Firearms Act* and its Regulations, federal and provincial privacy laws and other applicable statutes.

If you have any questions about the CFP, please contact us at the following location:

Canadian Firearms Program	
Telephone:	1-800-731-4000
Fax:	613-825-0297
E-mail:	cfp-pcaf@rcmp-grc.gc.ca
Address:	Royal Canadian Mounted Police / Canadian Firearms Program Ottawa ON K1A OR2

You can also consult the *Firearms Act* and its Regulations directly via the RCMP/CFP website.

Course Objectives

Firearm owners have social responsibilities. By completing this course, students will be instructed on what these responsibilities are. They will learn how to do the following:

- handle restricted firearms and ammunition safely;
- use restricted firearms and ammunition safely;
- comply with firearms laws;
- store restricted firearms and ammunition safely;
- display restricted firearms safely; and
- transport restricted firearms and ammunition safely.

The CRFSC consists of two parts. One is classroom instruction. The other is learning the material in this Handbook. There will be both written and practical examinations. Successfully passing them will demonstrate the knowledge and skills you have gained in the course. Live firing exercises, however, are not offered as part of this course.

During the course, some topics are discussed and explored several times. This will help them learn and retain the content. Leaving anything out of the course will reduce the amount they learn. This applies to all assignments, exercises or examinations given by you.

The course emphasizes safe storage, display, transportation, handling and use of restricted firearms. But safety depends on more than just safe physical actions.

Safe handling must include greater knowledge of the firearms themselves, ammunition, and the laws and regulations related to them.

Course Handbook

Safety also relies on your attitude about responsible handling and use of firearms. Pay close attention to the section on legal, ethical and social responsibilities. Your safety and that of the people around you depends on it.

This book is an essential part of the course. The other parts are the classroom lessons and practical exercises given by the you. Together they will help you teach students how to safely handle firearms.

This book contains the following elements:

- the **Vital Four ACTS** of firearm safety;
- a brief history of restricted firearms;
- information on restricted firearms and ammunition and how they work;
- instructions on how to pick up, handle and carry restricted firearms safely;
- descriptions of how to unload, load and fire restricted firearms safely;
- descriptions of the firing positions;
- instructions on range safety;
- instructions on the care and cleaning of restricted firearms;
- examples of factors leading to firearm incidents and the misuse of firearms;
- a summary of ethics and laws affecting firearm owners and users;
- information on how to store, display, transport and handle restricted firearms safely;
- a glossary of firearm terms; and
- appendices.

This is an introductory course. More information and training are available on the various shooting sports from their own qualified instructors, associations and local clubs. We recommend students contact them directly for further details.

Inform students not to hesitate to contact provincial/territorial or local authorities for more detailed information on firearms laws and regulations in their area.

The Vital Four ACTS of Firearm Safety

You will refer to many different safety rules and guidelines. Time and again, you will return to four basic rules. Any time we hear of an incident occurring, we can be sure at least one of these rules has been broken. These rules are known as the **Vital Four ACTS**.

The first letter of each rule becomes a letter in the acronym **ACTS**. You may want to think of these rules as acts you must carry out.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. This is an important habit to develop.

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber(s).
	Verify the feeding path.
	Examine the bore for obstructions (visually or with a rod).

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

Legal Responsibilities

As a firearm owner and user, you have legal as well as social responsibilities. These responsibilities are laid out in federal, provincial/territorial and municipal laws and regulations. The table below describes a few of the regulations that come from each level of government.

Table 9. Some Legal Responsibilities of Firearm Owners/Users

Government Level	Example of Law or Regulation
Federal (e.g., *Firearms Act* and its Regulations, *Criminal Code)*	• All firearm owners need a valid firearms licence. • If you are the holder of a valid firearms licence and own restricted firearms, you must inform the RCMP/CFP **before** you change your address and request an Authorization to Transport for your restricted firearm. • Persons holding a valid PAL may borrow, buy, inherit or otherwise acquire the same class of firearm that he/she is licensed to own.
Provincial/Territorial (e.g., *Game, Fish and Wildlife Acts)*	• It is forbidden to hunt with a restricted firearm in Canada.
Municipal/County/Local (e.g., Noise, Nuisance, Zoning, By-laws)	• Some municipalities or counties may not allow the discharge of a firearm under any circumstances within their boundaries.

Other Duties of Firearm Owners/Users

a. A firearm owner/user must also keep informed about the laws and regulations affecting the use of firearms and ammunition.

b. Going beyond what the regulations require will increase your safety. Some suggestions are listed below:

   - Keep an inventory of your firearms. Keep any supporting documents such as photographs and owner's manuals. Store these documents in a safe place. This

will help you describe any firearms that may be stolen or lost. It will also be easier for you to find your owner's manual and records of service or repair.

- Keep informed. Changes may occur in laws and regulations from time to time. This can happen whether at the federal, provincial/territorial or municipal level.
- Avoid advertising about the firearms in your home. You may be inviting theft.

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm and/or their licence, receive a fine and/or jail time, and/or be prohibited from possessing a firearm for a period of time.

Every person who stores, displays, transports or handles any firearm in a manner contrary to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* is:

1. **guilty of an indictable offence and liable to imprisonment:**
   - in the case of a first offence, for a term not exceeding two years; and
   - in the case of a second or subsequent offence, for a term not exceeding five years; or
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 86(2) and (3) of Part III of the *Criminal Code*

Not all firearms laws are included in this Handbook. If you have any doubts about the regulations, or if you need more information, contact the following:

- The RCMP website: www.rcmp-grc.gc.ca/cfp-pcaf
- CFP at 1-800-731-4000

Purpose of the Instructor Guide

- To provide direction to instructors (i.e., module objectives, content, timing, sequence, depth, vocabulary).
- To assist instructors with the presentation of the course (i.e., PowerPoint presentation slides, sample questions and a list of suggested training aids).

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Materials supplied with the restricted firearms safety course

1. The Instructor Guide contains the following:

- A description of the course and materials
- Suggested module plans
- Course outline (Appendix L)
- Class record sheet (Appendix M)
- Course evaluation form (Appendix N)
- PowerPoint presentation (slides)
- The CRFSC written test with Handbook page references

2. Wall posters

- The Vital Four **ACTS**
- **PROVE it safe** pointers

3. Student Handbook

The Student Handbook has been developed to enhance and reinforce the classroom instruction. Each student should have a copy. Please note that this Handbook is not intended to replace the classroom instruction. Rather, it is to be used to augment the live training or as a reference for the student or instructor.

The restricted section of the Student Handbook has seven major modules (10, 12-17), plus an introduction, a glossary and an appendix. Students should familiarize themselves with the content and layout of this book during the first lesson. Frequent references should be made to the Handbook throughout the course to encourage its future use.

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Module Support Materials

A Microsoft PowerPoint presentation file is supplied, which includes slides of selected figures, tables, charts and items such as DOs and DON'Ts of muzzleloading. The PowerPoint presentation is not a complete reproduction of the Student manual or the current Instructor handbook, but rather a teaching aid. Instructors must follow the course content from the Student handbook.

Additional Firearms, Equipment and Materials Required

The instructor or course-sponsoring body should furnish the firearms and dummy ammunition required to teach the course. All actual firearms used during the classroom sessions must be disabled so that they cannot fire, while still retaining the capability to be loaded and unloaded with dummy ammunition. **Do not allow students to have live ammunition or firearms in the classroom during the course.**

Module Sequence

The modules in this course are laid out in the same order as the material appears in the Student Handbook. As the instructor, you may choose to follow a different sequence of presentation to suit local conditions and personal preferences, and the level of knowledge of the course participants. However, the main objective must be to cover all of the material in sufficient depth and detail to enable the students to successfully complete the written and practical tests.

Module Plans

Opening Module: Introduction to the CRFSC

Module 12: Restricted Firearms Muzzleloader

Module 13: Restricted Firearms Ammunition

Module 14: Operating Handgun Actions

Module 15: Firing Techniques and Procedures for Handguns

Module 16: Fundamentals of Shooting with Restricted Firearms

Module 17: Safe Storage, Display, Transportation and Handling of Restricted Firearms

Module 10: Social Responsibilities of the Firearm Owner/User (in the non-restricted section)

Closing module: Conclusion to the CRFSC

Module Plan Layout

The first page of each module plan lists the module number and title plus the reference pages in the Student Handbook. Following that are sections that contain the following information:

- The module purpose
- The module concepts and overall goals
- A list of the recommended teaching aids and materials
- New words that are used in the module. These should be defined while teaching and then reviewed with the class at the end of each module.

Beginning on the second page of each module plan, pages are laid out in order of the presentation of the course material. Recommended module timing is based on an average class size of ten to fifteen students. The more students there are, the longer each module will take.

Each module plan states the learning objectives the student should be able to demonstrate by the end of the module. The teaching points for each objective and suggested teaching method or technique for presenting this knowledge or skill to the students are outlined. In addition, the following are supplied:

- Possible introductory remarks (in italics)
- Sample questions that the instructor may wish to use to trigger discussion or introduce a new topic
- Examples the instructor may wish to use to relate the new topic to something already familiar to the students
- Suggested written assignments and/or practical tests the instructor may wish to issue to the students

Answers to the Student Handbook review questions are included at the end of each module.

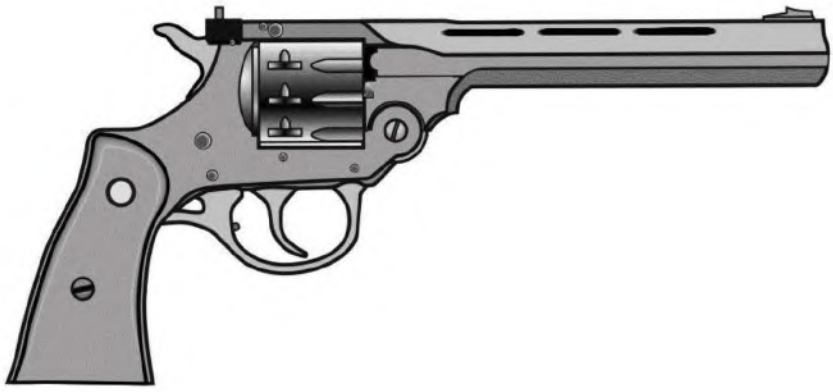
Note: *These module plans assume that the training area will be equipped with the normal teaching equipment such as flipchart pads or chalkboards, felt pens or chalk, erasers, extension cords, etc. A computer, a projector and a large screen are also required.*

Giving the Lessons

1. The instructor should prepare in advance for each module by reading the Module Plan and its related reference material from the Student Handbook.
2. Obtain and set out for use the recommended teaching aids and materials.
3. As new terms occur, have the students look up the definitions in their Handbooks and write them on the chalkboard or flipchart pad. These terms should be reviewed at the end of each module.
4. The average attention span of adult learners is less than 15 minutes. Naturally, some topics will take longer than this to present, therefore, the instructor should vary the method of presentation by switching from lecture to demonstration to discussion at reasonable intervals.
5. The course was designed to be presented in a variety of ways, depending on local circumstances and equipment. The preferred method would stress instructor demonstrations and frequent student hands-on practice. These methods should be supported by a PowerPoint presentation and wall charts, and reinforced by class discussions. An example of a typical lesson might be as follows:
   - Introduce the topic by asking several pertinent questions. Sometimes lesson introductions can be done by recalling the previous topic or module.
   - Module objectives, major points and "new" words are listed on a flipchart or chalkboard for later review or reinforcement.
   - Present the knowledge portion of the topic using sample firearms, ammunition and other teaching aids, such as the slides and wall charts. Ask questions frequently to draw information from the students.
   - This information becomes the basis for a discussion with the group.
   - Present live demonstrations of the practical skills required for safe firearms handling.
   - Have the students practise the new learning "hands-on" with the sample firearms and dummy ammunition.
   - Every module ends with a review of the "new words" and the learning objectives for that module.

Useful Hints

- Be a positive example of safe firearms handling for your students.
- Follow all of the safety rules, especially the **Vital Four ACTS** and **PROVE it safe**, and treat all firearms as loaded and real (not disabled).
- Use correct terminology throughout the course.
- Have the students observe and critique your firearms handling.
- Do **NOT** assume that the students "already know this." Teach all of the material to the class.
- Teach from the basics up.
- Be aware and sensitive to all firearms interests. For example, consider the varied interests of target shooters, hunters and collectors.
- **During the first lesson**
    - Point out the one direction that will be considered the "safe" muzzle direction for the remainder of the course. An alternative is to state that "range rules are in effect at all times in the classroom," i.e., down range is indicated and an RO is appointed and in charge. Appoint a new person for each following module. This person monitors compliance to the rules and becomes responsible for calling "the range is clear," "cease fire," etc., during all classroom firearms handling activities.
    - Appoint a "Safety Coordinator" from amongst the students and rotate this position with every lesson. Explain that for one lesson each, this person will be responsible for pointing out any occurrences of unsafe muzzle direction or finger on the trigger, inside the trigger guard or failure to check if a firearm is unloaded.
- Local circumstances will affect the amount of emphasis given to range rules and field safety. However, remember that the students are required to pass a test that includes both subjects.



OPENING MODULE

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OPENING MODULE

Before the Opening Module Begins

Ensure that the training room is set up properly; tables, chairs, flipchart stand(s), computer and screen, lights, room temperature, etc. Distribute name tents or badges, Student Handbooks, course outlines, felt pens and writing paper on the tables.

Module Purpose

- To introduce the students to the course, the course instructor, the other students, the Student Handbook, the course outline and the course procedures.
- To introduce the **Vital Four ACTS** of Firearm Safety and **PROVE it safe** pointers. The **Vital Four** is an approach to safety that will be reinforced throughout the course.

Module Concepts/Topics

- Introduction to the course, course instructor and students
- Course objectives
- Student Handbook
- *Firearms Act*
- Basic firearms terms
- The **Vital Four ACTS** of Firearm Safety and **PROVE it safe**.

Teaching Aids and Materials

- Course outline and Student Handbook for each student
- Writing paper and pens for students
- Name tents or badges for students
- **Vital Four ACTS** and **PROVE it safe** posters
- Microsoft PowerPoint presentation, computer and screen
- Flipchart stand, paper and pens

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Identify the instructor and students.	Introduce yourself. State your background and related experience that qualifies you to teach the course. Have students fill in their names on the name tents or badges. Do an introduction exercise, for example: • have students introduce themselves; or • put students in pairs and have them interview each other, then they can introduce themselves to the class. Ask students to provide the following information during introductions: • name; • firearm experience with rifles or shotguns; and • expectations of the course During introductions: • take note of the students' experience levels so that you can adjust your teaching methods; and • clarify any wrong expectations students may have of the course. **Participant behaviour** • Unsafe or threatening behaviour will result in student removal from class. • Instructor to identify the "safe direction" and diversion from handling in "safe direction" will result in removal from class.

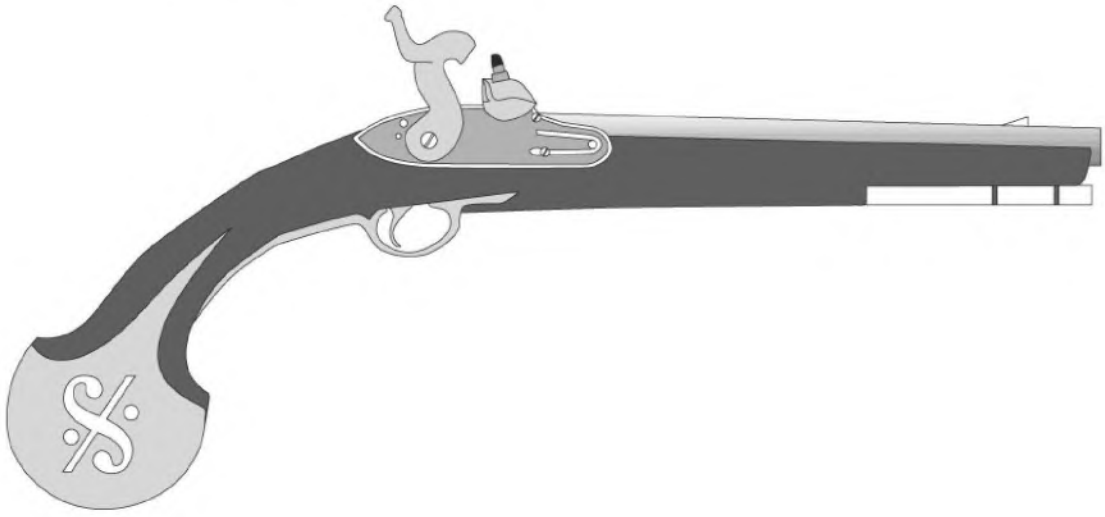
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Describe course length, timetable and procedures.	State the following: • course start and finish times; • break and lunch times; and • locations of washrooms, phones and fire exits. Describe what is required of every student: • full attendance; • participation in course exercises; and • successful completion of written and practical tests
3. List course objectives.	Refer students to page 216 of the Student Handbook. State the six objectives listed, plus the social responsibilities. The intent is to provide enough information so that students are able to safely unload most firearms that they may encounter, whether they are non-restricted or restricted.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Find the required information in the Student Handbook. **Warning Triangle**	Using a sample Student Handbook, show the location of the following: • Table of Contents • Main section • Glossary • Appendices Inform students that they will not be tested on the contents of the appendices. Inform students that warning triangles are used throughout the Student Handbook and that they identify important safety information.
5. Identify key changes in the *Firearms Act*.	• Point out that a valid firearms licence is now necessary to both possess and/or acquire a firearm. • Refer students to the appendices for more details about the *Firearms Act*.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Define basic firearms terms.	• Using sample firearms and ammunition, explain basic terms: muzzle, chamber, trigger, trigger guard, magazine, cartridge and action. • You must inform the students whether or not the firearms are disabled. Inform the students that the ammunition is dummy ammunition and that live ammunition is not permitted in the class during the course. • Live ammunition must be removed immediately.
7. List the *Vital Four ACTS* of Firearm Safety. **The Vital Four ACTS** **A**ssume every firearm is loaded. **C**ontrol the muzzle direction at all times. **T**rigger finger must be kept off the trigger and out of the trigger guard. **S**ee that the firearm is unloaded—**PROVE it safe.**	• Show the **Vital Four ACTS** (or refer to wall poster). • Explain the acronym **ACTS**. • Go through the **Vital Four ACTS** briefly. Explain that you will be stressing these four **ACTS** throughout the course and state: *"By the end of the course, everyone will understand and follow the **Vital Four ACTS** of Firearm Safety."*

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. List the PROVE it safe pointers. **PROVE it safe** **P**oint the firearm in the safest available direction. **R**emove all ammunition. **O**bserve the chamber(s). **V**erify the feeding path. **E**xamine the bore (visually or with a rod).	Show the **PROVE it safe** pointers. **State** ***"PROVE it safe"*** *will be covered in detail in Module 6: Operating Firearms Actions.* **Optional** • If assistant instructors are available, have them PROVE each of the disabled firearms as you explain **PROVE it safe**. Direct the class to observe. ***OR*** • If you are teaching alone, have the participants move with you where the disabled firearms are arranged. PROVE each firearm as you explain **PROVE it safe**.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	• Point out the one direction that will be considered the "safe" muzzle direction for the remainder of the course. An alternative is to state that "range rules are in effect at all times in the classroom," i.e., down range is indicated and an RO is appointed and in charge. Appoint a new person for each following lesson. This person monitors compliance to the rules, and becomes responsible for calling "the range is clear," "cease fire," etc., during all classroom firearms handling activities. ***OR*** • Appoint a "Safety Coordinator" from amongst the students and rotate this position with every lesson. Explain that for one lesson, this person will be responsible for pointing out any occurrences of unsafe muzzle direction or finger on the trigger, inside the trigger guard or failure to check if a firearm is unloaded.
Recommended lesson time: 45 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.**



MODULE 12:
RESTRICTED FIREARMS MUZZLELOADER

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MODULE 12: RESTRICTED FIREARMS MUZZLELOADER

Student Handbook pages: 222–232

Module Purpose

To describe the types of black powder, their uses and dangers and black powder projectiles. To explain how to operate muzzleloaders, the loading procedures, the cleaning of them and to stress the "DOs and DON'Ts" of muzzleloading. To highlight the items of personal protective gear that are mandatory during the firing sequence of a muzzleloader.

Module Concepts/Topics

- Types of black powder
- Black powder projectiles
- Operating muzzleloading firearms
- Safe loading black-powder muzzleloaders
- Cleaning muzzleloaders
- DOs and DON'Ts of muzzleloading
- Personal protective gear

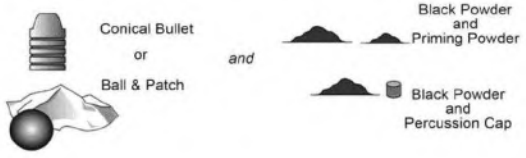
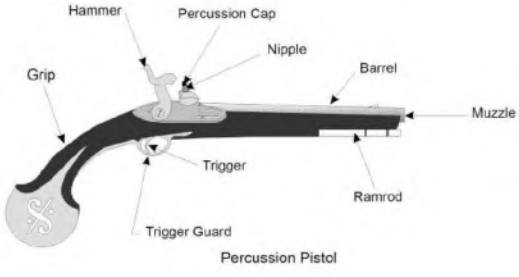
Teaching Aids and Materials

- Sample firearms
- Small mirror, rod, cloth patch and bore light
- Dummy ammunition

New Words

conical bullet
Mini (or Minie)-ball
spherical projectile

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*State the purpose and goals of the module:* • *to describe the types of black powder, black powder projectiles;* • *to explain how to operate a muzzleloader, and safe loading procedures; and* • *to explain the cleaning procedure and stress the DOs and DON'Ts of muzzleloading.*
1. Recall the types of black powder. **Table 10.** Types of Black Powder **Fg** — Very coarse granules of powder. Used in larger bore muskets. **FFg** — Finer granules than the Fg. Used in muzzleloading shotguns, big-bore rifles and single-shot pistols of .45 calibre and up. **FFFg** — Finer granules than the FFg and the most common type. Used in nearly all cap and ball revolvers. **FFFFg** — The finest granules, also called griming powder. Used only in priming pans. **Never use this type of powder as powder charge.**	Review the characteristics of black powder. **Reminder for students** Never use FFFFg powder as anything other than a priming powder. Black powder ignites easily. Always handle with extreme care and wear eye protection. Never have a source of ignition around powder.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
Explain black powder projectiles and name several types.  **Figure 86. Ammunition Components for a Muzzleloader**	Mention that muzzleloaders also fire conical bullets and shot, as well as balls.
3. Explain how muzzleloading firearms operate and list the parts of a black-powder pistol.  **Figure 87. Muzzleloader**	Use the slide to show the parts of a black-powder pistol. **Note to students** *It is strongly recommended that individuals interested in muzzleloading seek additional training from qualified specialists in the field.*

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Describe the procedure for safely loading a black powder pistol and explain how to clean it.	Demonstrate the safe loading procedure of a black powder muzzleloader and how to clean it. **Note to students** *Ensure that the firing mechanism (lock) is rendered safe before proceeding to load the firearm.*

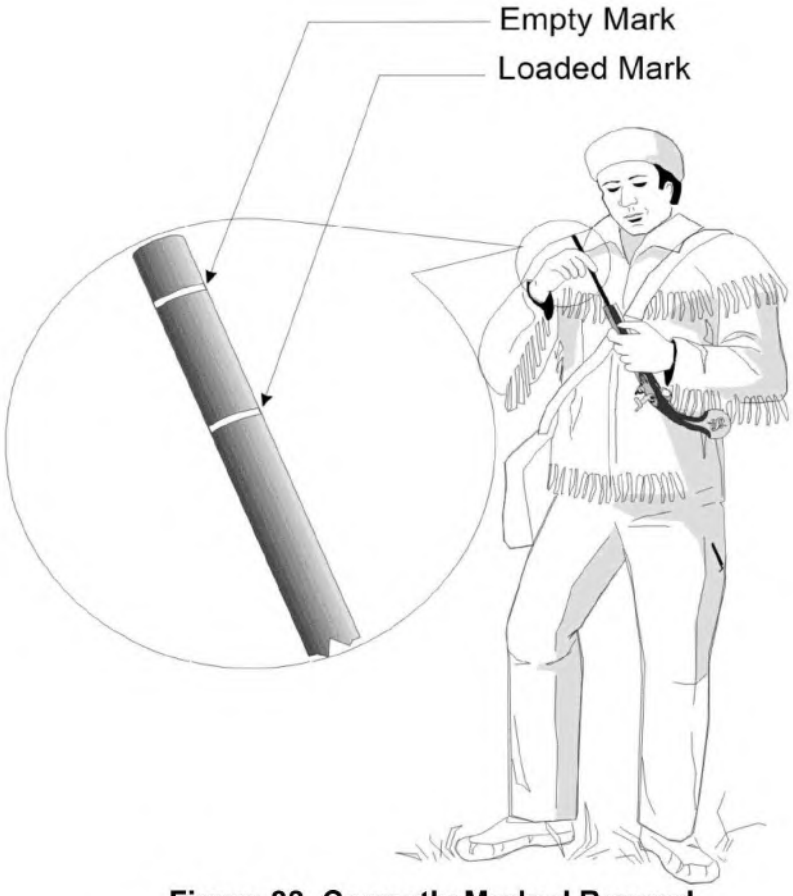
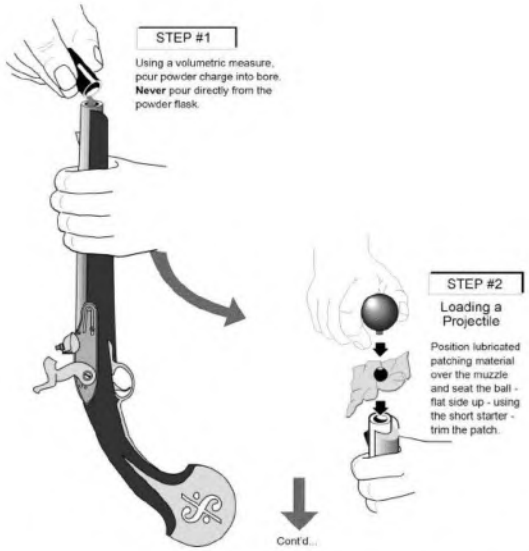
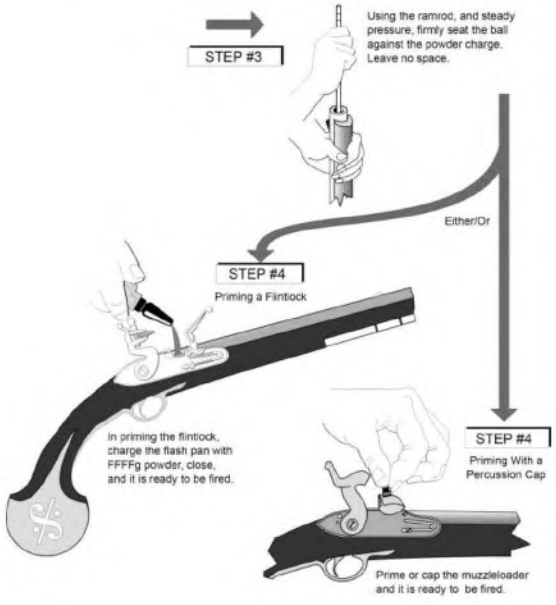


Figure 88. Correctly Marked Ramrod

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 89. Loading a Muzzleloader**  **Figure 90. Loading a Muzzleloader**	

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. List some of the DOs and DON'Ts of muzzleloading.	Stress the DOs and DON'Ts of muzzleloading. The following points are just a few: • What type of powder is safe to use in a muzzleloader • How to check for a loaded chamber • Whether you should pour powder into a muzzleloader directly from a powder horn • How to treat a misfire • When to cock the hammer during the loading and firing sequence of a muzzleloader
6. List the mandatory items of personal protective gear when firing a muzzleloader.	Highlight the importance of wearing safety glasses and hearing protection when firing a muzzleloader.
Recommended lesson time: 60 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Name two types of ammunition used in muzzleloading pistols.***

   Shot and sabot.

2. ***List four sources that could cause black powder to ignite.***

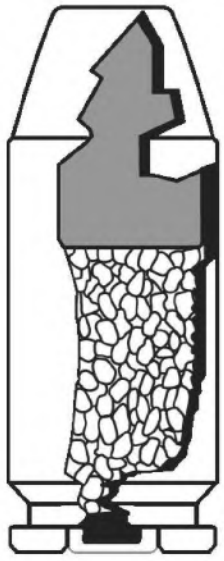
   - A glowing coal
   - A spark
   - A hard blow
   - Static electricity

3. ***Before attempting to load a muzzleloading pistol, what safety consideration is given to the firing mechanism?***

   Check that the muzzleloading pistol is not primed to fire. Remove the firing cap or priming powder from the firearm.

4. ***Use a cleaning agent on your firearm after every firing session of a black-powder muzzleloader. What are two possible choices of cleaning agents?***

   Black powder cleaning solvent or hot soapy water.



MODULE 13:

RESTRICTED FIREARMS AMMUNITION

MODULE 13: RESTRICTED FIREARMS AMMUNITION

Student Handbook pages: 233–251

Module Purpose

The purpose and location of data stamps and head stamps is explained. Basic ammunition construction, materials, sizes and terminology are covered in this module. The student will be able to select the correct ammunition for the firearm. Safe storage and transport of ammunition will also be described.

Module Concepts/Topics

- Rifling and calibre
- Cartridge name on head stamp and barrel data stamp
- Rim-fire and centre-fire cartridge characteristics
- Sizes and types of handgun ammunition
- Identifying cartridge names
- Cartridge components and materials (examples of handgun bullets)
- Ballistics (dangerous ranges of common types of handgun ammunition)
- Trajectory (bullet path during flight)
- Hazards (hangfires, primer pops and misfires)
- Ammunition precautions and legislation

Teaching aids and materials

- Sample firearms (to show data stamps)
- Dummy ammunition (to show head stamps)
- Same shot in clear containers
- Cut-away ammunition

New Words

semi-wadcutter wadcutter

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning this module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*The purpose and location of data stamps and head stamps is explained. Basic ammunition construction, materials, sizes and terminology are covered in this module. The student will be able to select the correct ammunition for the firearm. Safe storage and transport of ammunition is also described as well as rifling, calibre and ballistics.*

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Define the following terms: rifling and calibre.	Use sample firearms and ammunition to explain the meaning of the terms rifling and calibre. **Example** Throwing a football; thread on a bolt (rifling). Explain that there are several different systems for defining calibre because they originated in different countries in the same historical period.

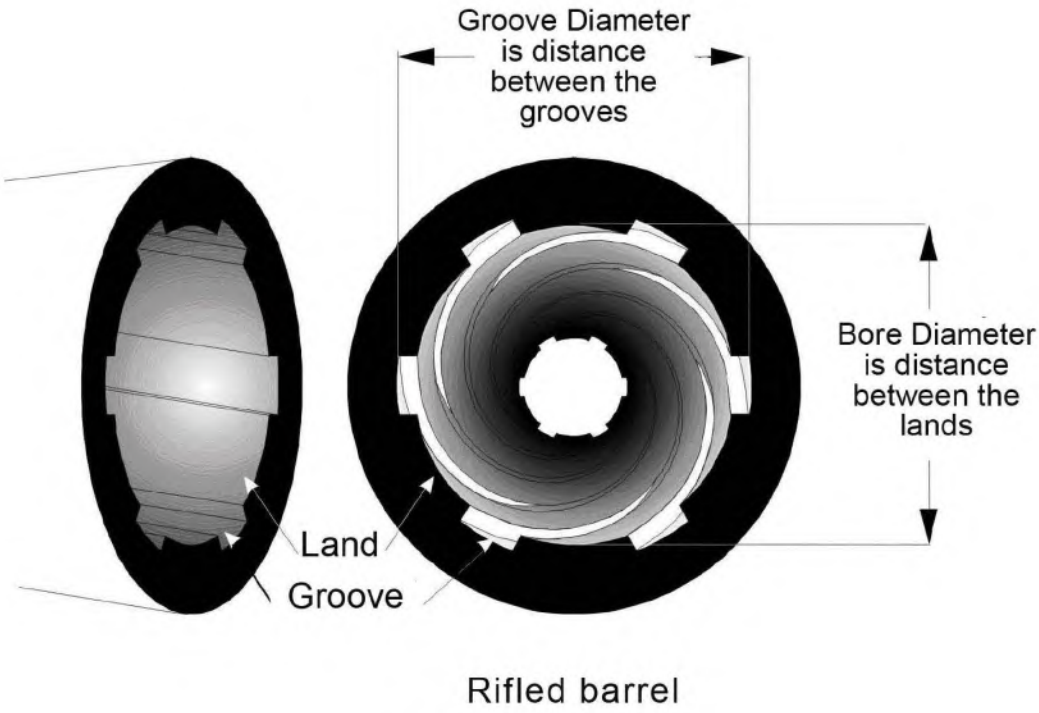
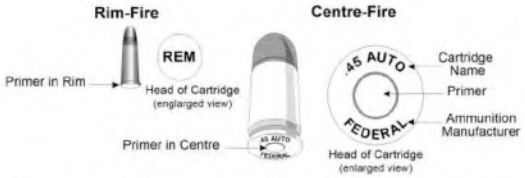


Figure 91. Rifled Bore

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Locate the cartridge "name" and firearm calibre/gauge from the barrel data stamp as well as on the cartridge head stamp.	Point out the location of the data stamp on the barrel of sample firearms. Indicate the location of the head stamp on the cartridge. Discuss how the data stamp identifies the cartridge "name" of the ammunition intended for use in that firearm.
 **Figure 92. Example of a Rim-fire and Centre-fire Cartridge with Head Stamp**	**Note to students** Warn students to visually inspect all ammunition for defects before use. This includes commercial ammunition.
 Figure 93. Example of a Barrel Data Stamp	**Examples** Car specification plate on the door jamb. A person's name. Although many people share common first names, they are correctly identified by their full names, i.e., Robert Smith .38 Special Robert Jones .38 Super Robert Brown .38 S & W Use the data stamp to introduce the remaining topics in this module.

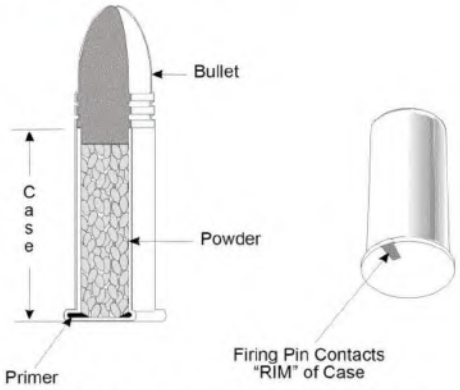
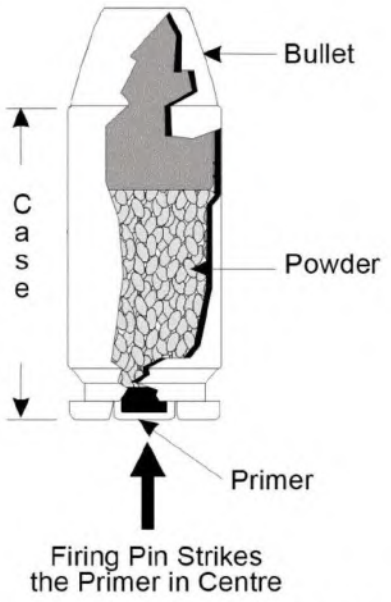
TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. List the two basic types of modern cartridges and describe them.  **Figure 94. Rim-fire Cartridge**  **Figure 95. Centre-fire Cartridge**	Discuss the two basic types of modern cartridges as follows: • Centre-fire • Rim-fire Use samples to demonstrate the differences between centre-fire and rim-fire cartridges. Refer to common rim-fire in North America. The most common rim-fire ammunition is .22 calibre. **Examples** .22 short .22 long .22 long rifle .22 magnum (explain magnum)

Table 11. Sizes and Types of Handgun Ammunition

TYPE	COMPONENTS	PURPOSE
Sizes: calibre i.e., .22 or .45 or 9 mm **Figure 96. Rim-fire and Centre-fire**	**BULLET**	Strikes target
	POWDER	Burns and expands to propel bullet
	CASE	Contains components
	PRIMER	Fires powder charge when struck by firing pin

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. List the type of information that is located on a head stamp and name one type of cartridge that may not display a name stamp.	Highlight the importance of looking at the entire cartridge name on the barrel data stamp as well as on the cartridge head stamp. **Note to students** Some ammunition may not have a cartridge name stamp, such as rim-fire cartridges. Stress that there is limited interchangeability with some cartridges. Emphasize that they should consult a qualified expert if they are not sure.

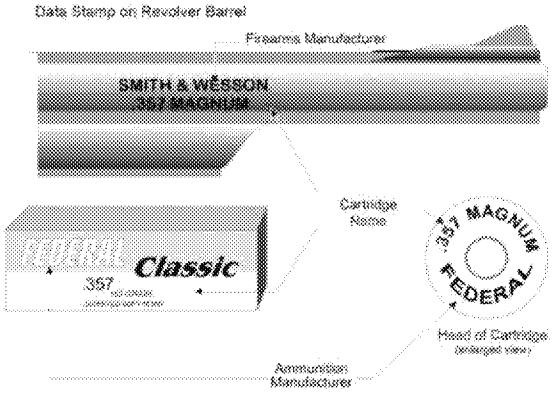


Figure 97. Cartridge Head Stamp, Data Stamp and Ammunition Box Label

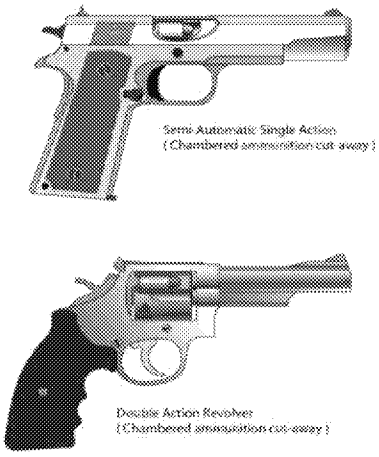
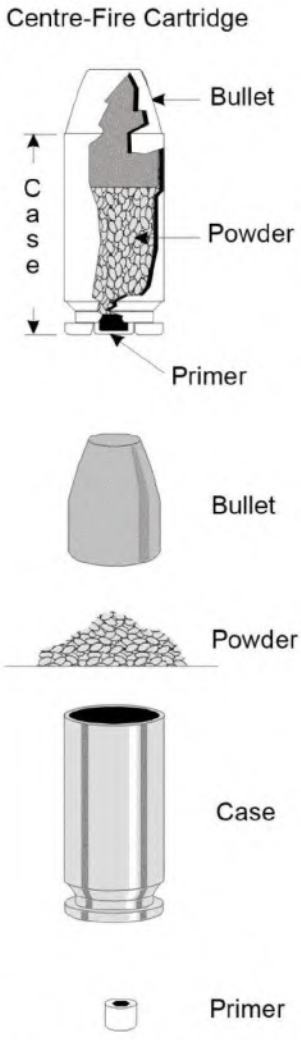
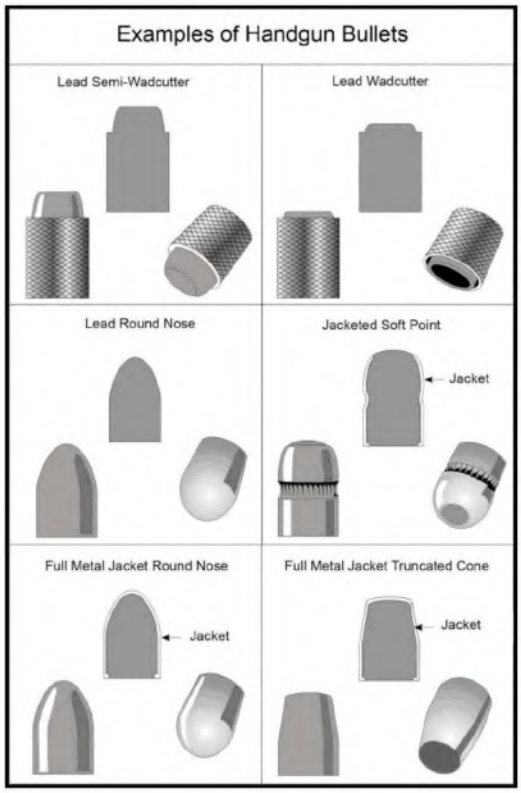


Figure 98. Chambered Ammunition Cut-away

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Name the cartridge components and materials and state their purposes.  **Figure 99. Centre-fire Bullet, Powder Charge, Case and Primer**	Use dummy ammunition to name parts and describe construction of a typical handgun cartridge. Define the following terms: • Bullet • Case • Powder charge • Primer

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
 **Figure 100. Examples of Handgun Bullets**	Name the examples of handgun bullets as follows: • Lead semi-wadcutter • Lead wadcutter • Lead round nose • Jacketed soft point • Full-metal jacket round nose • Full-metal jacket truncated cone Using the flipchart, briefly introduce and/or review the following terms: • Bullet weight • Magnum • Jacketed • Soft-point

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. State the dangerous ranges of common types of handgun ammunition.	Show the dangerous ranges of handgun ammunition. Explain that range varies with height above sea level, temperature and humidity, etc. **Example** The effects of wind and altitude on driving a golf ball or baseball. **Reminder to students** Be sure of your target and beyond. Do not fire if there is any reason that your shot may be unsafe.

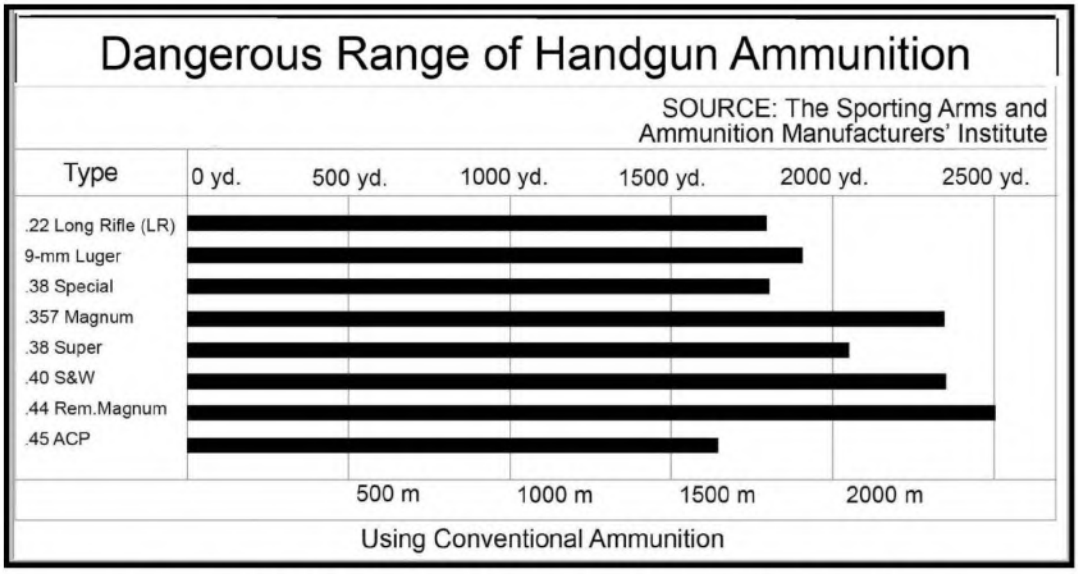


Figure 101. Dangerous Range of Handgun Ammunition

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
7. Describe the factors which affect the flight of a bullet or shot.	Explain the flight path of a typical bullet. Discuss how it is affected by the wind. Introduce and define the following terms: • Air resistance • Gravity • Mass • Trajectory • Velocity Show how they are related to the force of the powder combustion. Explain how velocity affects range and impact. **Example** When pitching a baseball, the faster it moves, the farther it goes and the harder it hits.

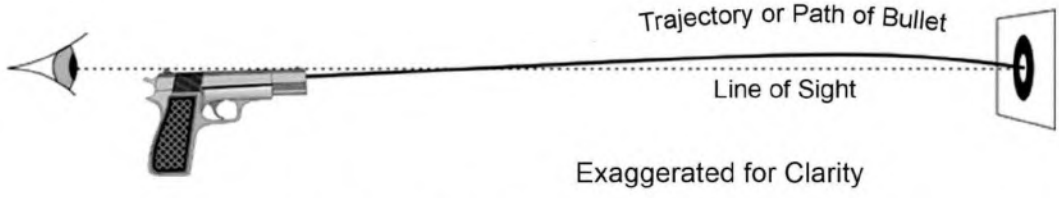


Figure 102. Trajectory of a Bullet

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. Identify the appropriate procedure when a cartridge fails to fire.	Explain how incorrect ammunition may lead to jams and possible explosive ruptures. Explain how correct ammunition may still fail to fire. Explain the differences among hangfires, primer pops and misfires. **Ask students** What should you do in the case of a possible misfire? **Answer** Wait for sixty seconds while pointing the muzzle in a safe direction. Open the action and unload the firearm following safe procedures. Then, carefully inspect the bore for obstructions.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
9. Describe the basic precautions and legal requirements for ammunition storage and transport.	Inform students that explosives information is issued by Natural Resources Canada. **Ask students** How much ammunition do you think you are allowed to store on your private property for private use? **Answer** "Reasonable" amounts of sporting ammunition. "Reasonable" means quantities typically required for a handgun, rifle or shotgun, or for part of a collection. Ammunition should be stored in a locked container or separate from firearms, out of view, etc. Ammunition must not be displayed with a firearm. List storage precautions, i.e., away from children, away from flammables, in a cool, dry place. Remind students that information on explosives is published by Natural Resources Canada.

Ammunition Safety Points to Remember

Ammunition Safety Points to Remember

- Carry ammunition only for the firearm you are using.
- Never experiment with unfamiliar ammunition.
- Using modern ammunition in old firearms may be hazardous.
- When a misfire occurs, slowly count to sixty while pointing the muzzle in a safe direction. Remove the cartridge following safe procedures. Then, carefully inspect the bore for obstructions.
- Never use old or corroded ammunition or reloading components.
- Never use cartridges if you are not certain about their safe use.
- Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.
- Store all ammunition so that unauthorized persons do not have access to it.
- Ammunition should never be displayed with a firearm.
- Ammunition is most safely carried in its original container.
- When hand loading your own ammunition, be certain to strictly follow the procedures in the manuals about reloading ammunition. Treat primers with extra caution— they are explosive devices.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
10. Select the correct ammunition for a firearm and to recall the location of the data stamp on several firearms.	Review how to determine the cartridge "name," size and type of ammunition by reading from the cartridge/shell case head stamp and from the supplier's box. **Exercise** Have several students select correct dummy ammunition from a selection on a table after you call out a firearms data stamp.
Recommended lesson time: 65 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***What are the spiral grooves cut inside a barrel called?***

   The rifling.

2. ***Name the two basic types of modern ammunition.***

   Rim-fire and centre-fire.

3. ***How do you identify the calibre of a firearm?***

   By the data stamp written on the handgun barrel.

4. ***How long should you wait after a misfire before you ACTS/PROVE your firearm?***

   Sixty seconds.

5. ***Is it safe to use a .357 cartridge in a firearm chambered for a .38 special?***

   No.

MODULE 14:
OPERATING HANDGUN ACTIONS

MODULE 14: OPERATING HANDGUN ACTIONS

Student Handbook pages: 252–282

Module Purpose

To understand the safe use of firearms, the student must become familiar with action types, how they work, and how to safely load and unload them. Safeties, action releases and magazine releases are shown. The **PROVE it safe** procedure for unloading is discussed in detail and demonstrated.

Module Concepts/Topics

- Handgun actions (two common types and other actions)
- Trigger functions (three primary)
- Safeties (manual and built-in)
- Action releases
- General loading and unloading procedures
- Operating repeating firearms (revolver and semi-automatic actions)

Teaching Aids and Materials

- **PROVE it safe** poster
- Sample firearms
- Dummy ammunition

New Words

double-action only	revolving action
double-action revolver	single-action revolver

TEACHING OBJECTIVE **The student will be able to:**	TEACHING POINTS/METHODS
	Before beginning the module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*To understand the safe use of firearms, you must become familiar with action types, how they work, and how to safely load and unload them. This module defines the various safeties and action releases. Then it shows you how to do the following:* • *identify each type of action;* • *locate safeties (some actions will not open unless the safety is OFF);* • *open actions and unload—**PROVE it safe**; and* • *safely load each type of action, with the safety ON, whenever possible.* *The use of proper safety glasses is required during this hands-on lesson.*
1. Identify the two common handgun-action types. **Figure 103. Revolver**	Describe the two common handgun-action types and write them on a flipchart as follows: • revolver; and • semi-automatic.

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
 Figure 104. Semi-automatic **Figure 105. Break-action Revolver**	Discuss other types of handgun actions. • Hinge (or break) action • Bolt action

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Identify the three primary trigger functions.	Explain the three primary trigger functions as follows: • single action; • double action; and • double action only. Double action / single action requires a different trigger pull between the first and subsequent shots.

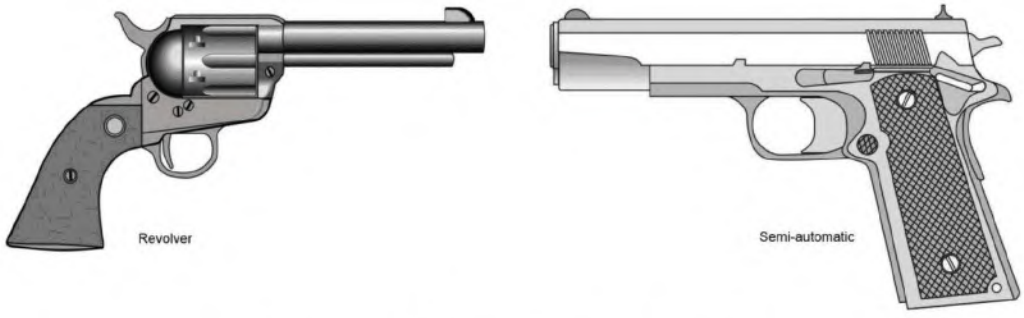


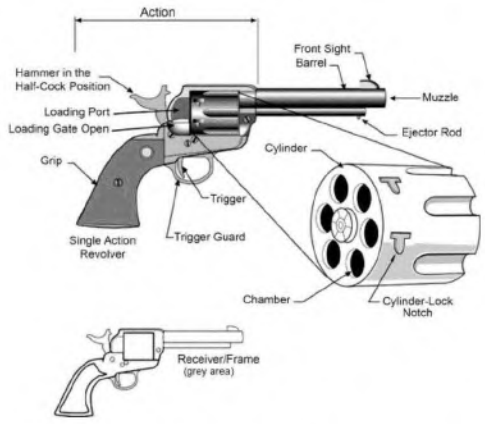
Figure 106. Single-action Handguns

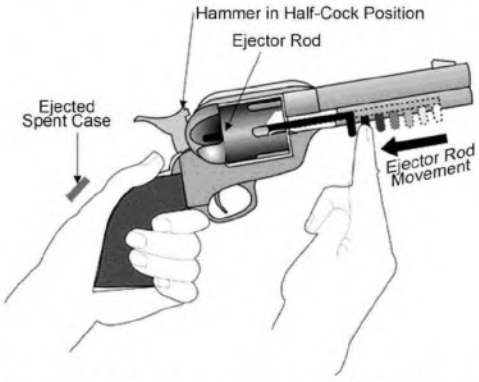
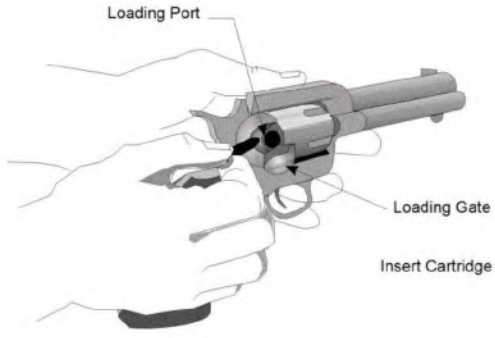
Figure 107. Double-action Handguns

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Operate the major types of safeties and action releases.	Explain the two types of safeties as follows: • manual; and • built-in. Using sample firearms, point out the locations and state the types of safeties and action releases. Give examples of typical safety mechanisms: half-cock notch; safety lock; decocking lever; grip safety; magazine disconnect safety; firing pin safety; transfer bar safety; hammer block safety. Discuss internal and external hammers. Explain how these safeties may not be present on all handguns. Question students on each safety and whether it is an example of a manual or an automatic safety. Emphasize not relying on a safety. Explain how some firearms might still fire even with the safety "on." **Reminder to students** The best safety feature on every firearm is muzzle control and trigger finger discipline.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
4. Explain the general loading and unloading procedures—PROVE it safe.	Review the **Vital Four ACTS** of Firearm Safety. Introduce the acronym **PROVE** as a reinforcement of the **Vital Four ACTS**. Refer to the **PROVE it safe** poster. **PROVE** the firearm every time it is picked up. You may consider it still **PROVE**d as long as it remains within your sight and within your reach. Explain the general unloading procedure. Show how to check barrel and chamber for obstructions and discuss the importance of this step before loading any firearm. You may choose to show barrel checking either with a bore light, with a rod, cloth patch or by looking down the barrel, or all of these. Explain the general loading procedure.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe.** • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. This is an important habit to develop.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Identify the characteristics of manual repeating firearms.  **Figure 108. Single-action Revolver**	Explain/describe manual repeating firearms. **Question for students** What is the most common manually repeating firearm? **Answer** The revolver. Explain the differences between a single action and double action revolver. Explain that single action firearms often differ with respect to half-cock and cylinder positions. **Note** Stress the following: • the **Vital Four ACTS**, particularly emphasizing safe muzzle and trigger finger positioning during this procedure; and • the need to check the barrel and chamber for obstructions every time before loading.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Safely unload and load a single action (loading gate) revolver.  **Figure 109. Removing a Cartridge from a Single-action Revolver**  **Figure 110. Loading a Single-action (loading gate) Revolver**	Follow the **Vital Four ACTS** and **PROVE it safe** each pick up. Using a sample single action non-swing-out cylinder (loading gate) revolver, demonstrate safe handling and operating by opening and closing the loading gate, and checking chambers, operating safety, etc. Using sample firearms demonstrate the full step-by-step loading and unloading procedure, emphasizing constant muzzle control, operation of safety, checking barrel for obstructions, checking cartridge against data stamp, and chambering and ejecting cartridges in and out of the chambers(s). Demonstrate how to **PROVE** a single-action revolver is unloaded, by opening the action and ejecting cartridges out of the cylinder once at a time, leaving the loading gate open, etc. Have one student demonstrate in front of the class the unloading and loading as you guide him/her through the steps. This could also be done in groups.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
7. Safely unload and load a double-action swing-out-cylinder and break-open revolver.	Follow the **Vital Four ACTS** and **PROVE it safe** pointers. Use a sample double-action swing-out-cylinder revolver to show its major parts as follows: • action release; • ejector rod; • grip; and • hammer. Demonstrate the operation of the revolver by opening and closing it, operating its safeties, checking chamber, etc.

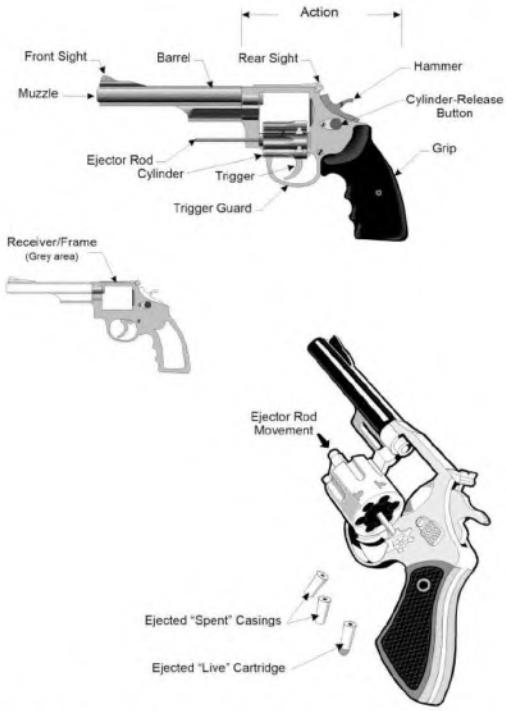
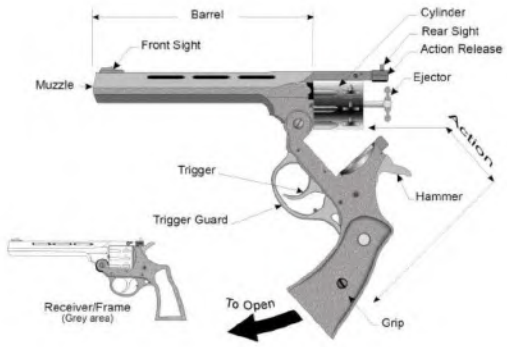


Figure 111. Double-action Revolver Swing-out Cylinder

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 112. Top-break Revolver**	Demonstrate how to lower the hammer from the full-cock position. Emphasize the caution that must be taken during this procedure. Stress that the weak hand's thumb should be used to lower the hammer. Show how to check the bore for obstructions and re-emphasize the importance of this step. Using sample firearms and dummy ammunition, demonstrate loading and unloading the firearm by chambering cartridges and ejecting cartridges out of the chamber. Have one student demonstrate in front of the class unloading and loading as you guide him/her through the steps. This could also be done in groups. **Reminder** Emphasize safe-muzzle direction. **Optional** Have all students demonstrate safe handling of double-action revolvers using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending upon class size and resources available.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
8. Safely unload and load single-action, double-action and semi-automatic handguns.	Follow the **Vital Four ACTS** and **PROVE it safe** each pick up. Use sample handguns to show major parts as follows: • safety; • decocking lever; • grip; and • magazine, etc. Demonstrate safe handling and operation by opening and closing the action, locking the action open, checking the chamber, etc.

Figure 113. Single-action Semi-automatic

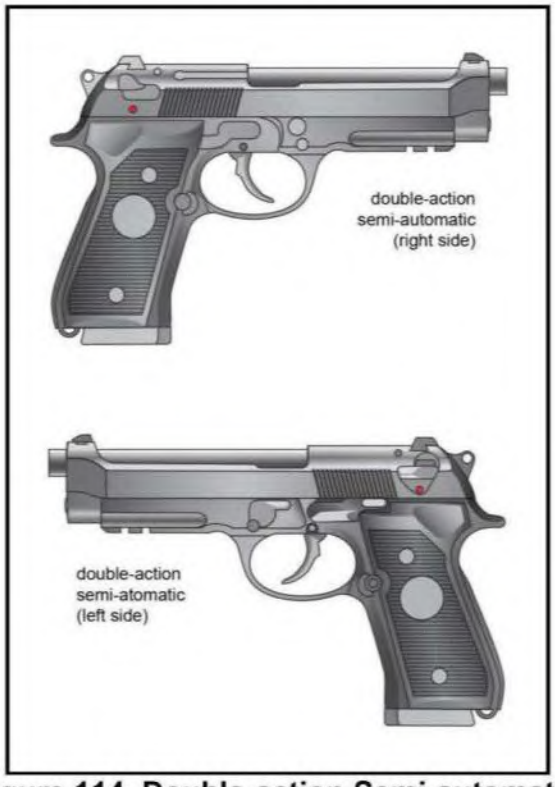
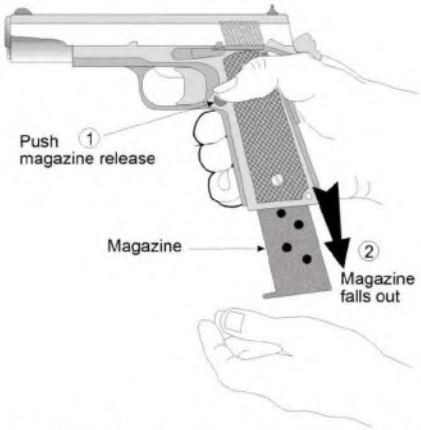
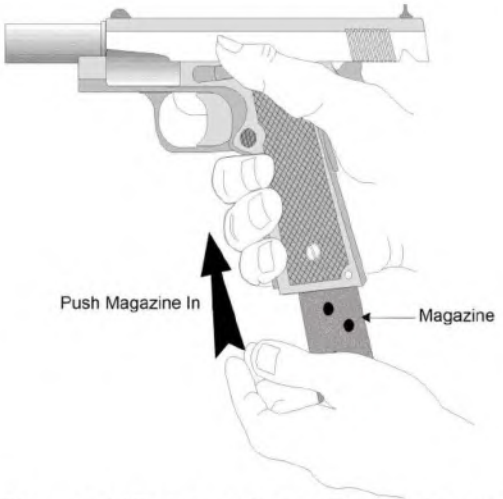


Figure 114. Double-action Semi-automatic

Figure 115. Double-action Only Semi-automatic

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
 **Figure 116. Removing the Magazine from a Semi-automatic**	Demonstrate how to remove the magazine and the importance of removing the source of ammunition.
 **Figure 117. Inserting a Magazine to Load a Semi-automatic**	Demonstrate how to insert the magazine to load a single-action semi-automatic. Explain legal prohibitions concerning magazine capacity. Show how to check the barrel and chamber for obstructions. Using sample handguns, demonstrate loading and unloading procedure, emphasizing constant muzzle control, operation of safety, checking for barrel or chamber obstructions, checking cartridge against data stamp, and chambering and ejecting cartridges in and out of the chamber.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Demonstrate how to lock open the action. Have one student demonstrate in front of the class unloading and loading as you guide him/her through the steps. This could also be done in groups. **Note** Some novice students have trouble pulling the slide back on the semi-automatic while trying to manually push up on the slide stop to lock the slide. Direct students to do the following: • confirm that the magazine is unloaded; • insert the empty magazine; • pull the slide back, it will now lock automatically; and • remove the empty magazine. **Optional** Have all students demonstrate safe handling of semi-automatic handguns using the **Vital Four ACTS** and **PROVE it safe**. Ammunition, loading and unloading will be demonstrated and practised in a later exercise. Instructors should consider other options to allow safe handling of firearms, depending upon class size and resources available.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	PRACTICAL DRILL (Buddy System in use) **PROVE it safe** at each pick up. In groups of two, have each group practise unloading and loading each of the handguns covered in this module.

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
	Drill students until you are certain of their ability to safely follow the **Vital Four ACTS** and **PROVE it safe** pointers. **Note** Emphasize safe muzzle direction, finger out of the trigger guard. Explain how they should respond if a cartridge jams. **Consult a knowledgeable person or gunsmith for information on how to perform this function in the safest possible manner.**

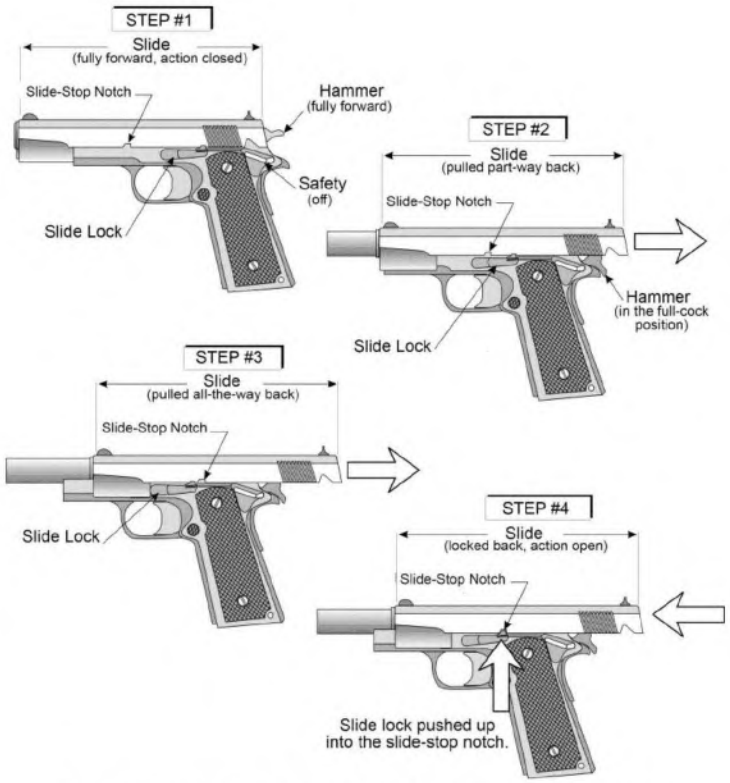


Figure 118. Locking the Slide to the Rear

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Depending on the make and model, magazine releases are located in different places, such as the following: • on the grip behind the trigger; • at the bottom of the grip (front or rear); or • some other location.

Magazine-size Limits

Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted*, sets out the limits for the number of cartridges permitted for different types of magazines.

For example, for semi-automatic handguns it's a 10-shot magazine.

For further information, refer to the Regulations.

Recommended lesson time: 160 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***What process is automatic in the semi-automatic handgun?***

   Extracts and ejects empty casings and inserts another cartridge into the chamber automatically.

2. ***Name the action type of a handgun that only releases the hammer from a cocked position to fire.***

   Single-action handgun.

3. ***Name the handgun action that cocks and fires with a single pull of the trigger.***

   Double-action handgun.

4. ***Name the safety that requires a magazine in the handgun before it will fire.***

   A built-in safety.

5. ***Name two types of manual safeties used on handguns.***

   - Lever safety
   - Safety lock

MODULE 15:
FIRING TECHNIQUES AND PROCEDURES FOR HANDGUNS

Mass Casualty Commission Exhibit

MODULE 15: FIRING TECHNIQUES AND PROCEDURES FOR HANDGUNS

Student Handbook pages: 283–293

Module Purpose

This module begins with personal safety protection, discusses shooting positions, aiming handguns, determining your "master eye" and types of sights aligned on targets.

Module Concepts/Topics

- Personal safety protection (sight, hearing, slips and falls)
- Safe and correct shooting positions (one-handed and two-handed stance)
- Aiming handguns (determining your "master eye")

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TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning this module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module begins with personal safety protection including slips and falls, discusses shooting positions, aiming handguns, determining your "master eye" and types of sights aligned on targets. Also explains the one-handed and two-handed grip.*
1. Explain personal safety protection. **Figure 119. Sight and Hearing Protection**	Demonstrate the use of the following personal safety devices: • safety glasses; • earmuffs; and • ear plugs. **Note to students** *Occasionally, a hot ejected cartridge casing may come in contact with unprotected skin. This can cause a shooter to flinch. The sudden movement could result in unsafe muzzle control or discharge. Therefore, button up the collar and sleeves of your shirt or blouse. This way, a hot cartridge casing cannot get inside.* **Example** Safety gear for hockey or football.

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
2. Assume a safe and correct shooting position. **Figure 120. One-handed Grip for a Revolver** **Figure 121. Two-handed Stance**	**PROVE it safe.** Demonstrate a safe two-handed grip and two-handed stance. During the demonstration of the two-handed grip, mention that both thumbs should be positioned on the weak-hand side of the revolver. Have students practise this grip and stance.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	PROVE it safe. Demonstrate a one-handed grip and a one-handed stance. Have students practise this grip and stance. Some shooting sports use a two-handed stance. Others use a one-handed. Both are equally safe if taught and practised correctly.

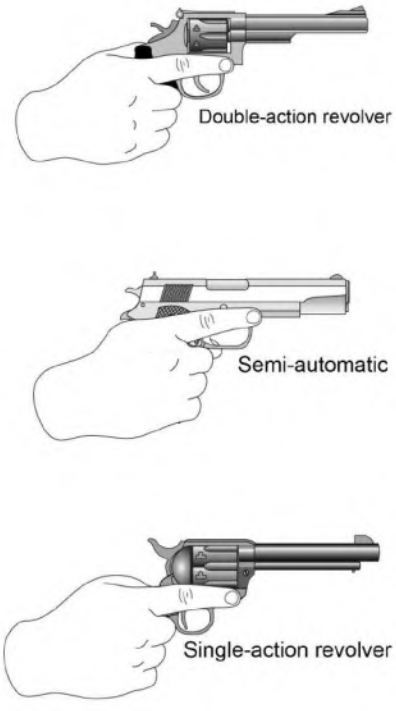


Figure 122. One-handed Grip (right side)

Figure 123. One-handed Grip (left side)

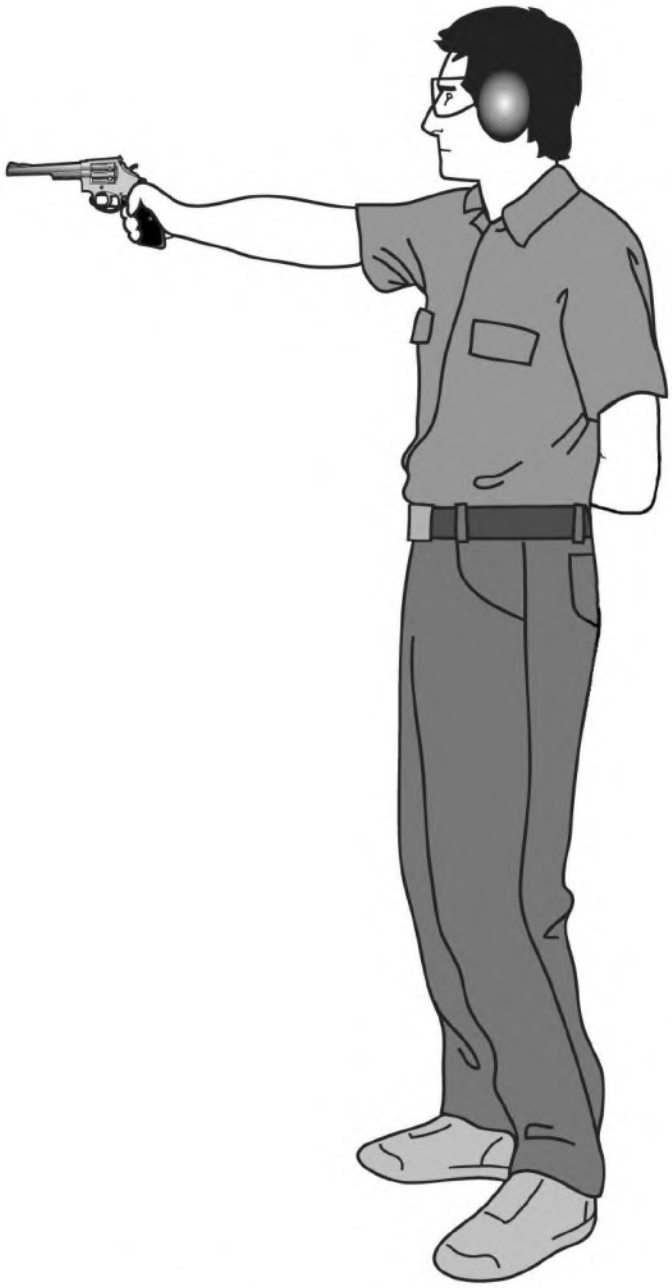


Figure 124. One-handed Stance

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Explain how to determine their "master eye" and demonstrate the safe aiming of a firearm.	Discuss the "master eye" and explain how to determine which eye is dominant and its importance in aiming a firearm correctly. Explain the concepts of sight alignment and sight picture. Show various types of sights.

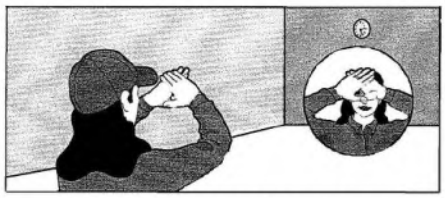
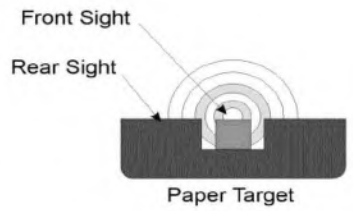


Figure 125. Determining your Master Eye



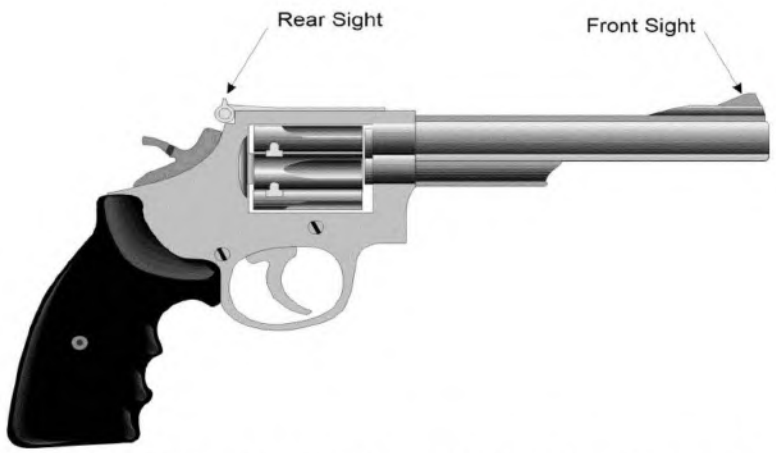


Figure 126. Opened Sights Aligned on a Target

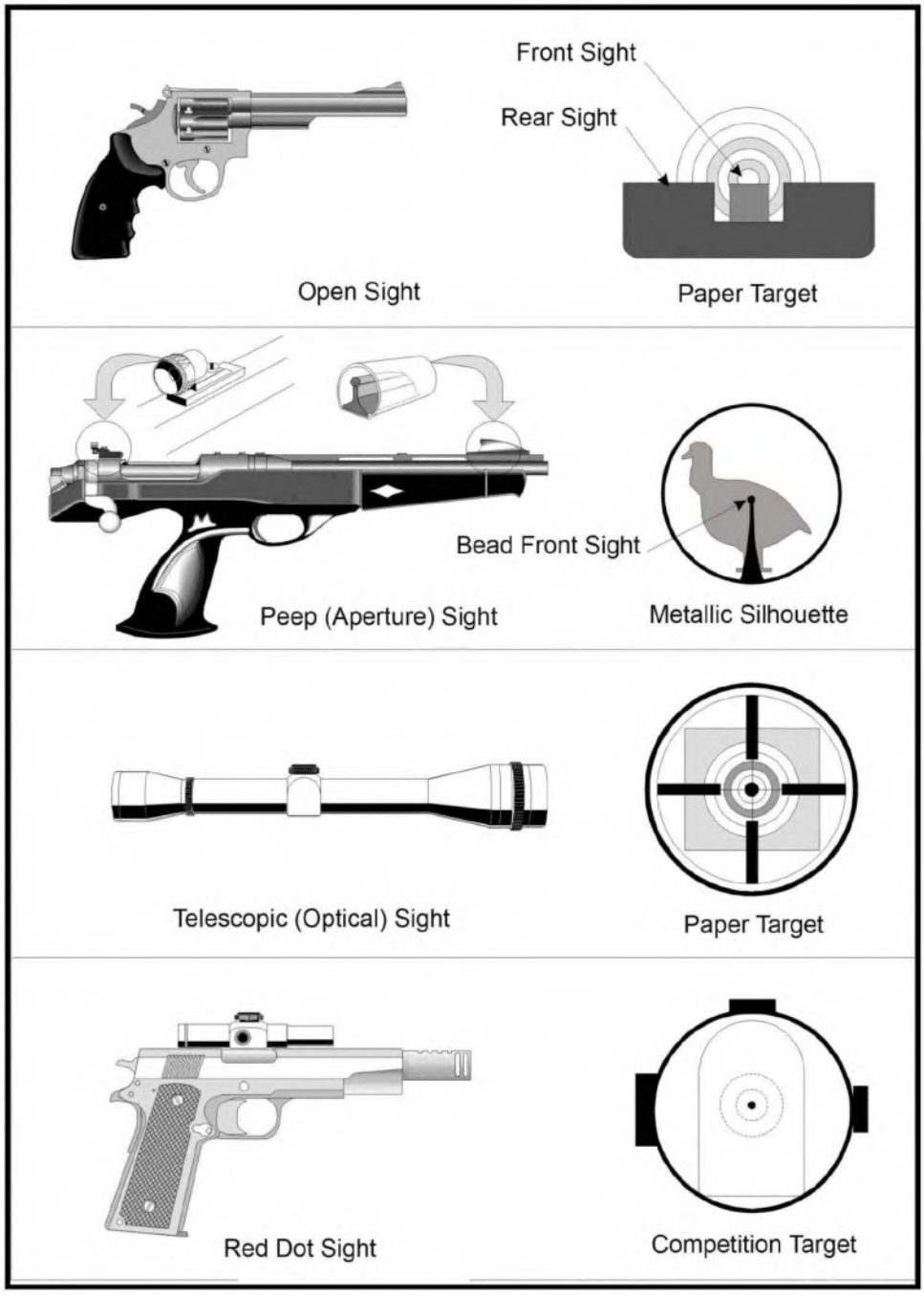


Figure 127. Types of Sights Aligned on Targets

Recommended lesson time: 60 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***When using a revolver with a two-handed grip, is it acceptable to hold your thumbs across each other?***

   Yes.

2. ***When using a semi-automatic handgun with a two-handed grip, why do we hold the thumbs parallel; one over the other and low on the receiver?***

   To avoid being injured by the recoiling slide.

3. ***What is the important consideration to remember regarding your position, when using a one-handed shooting stance?***

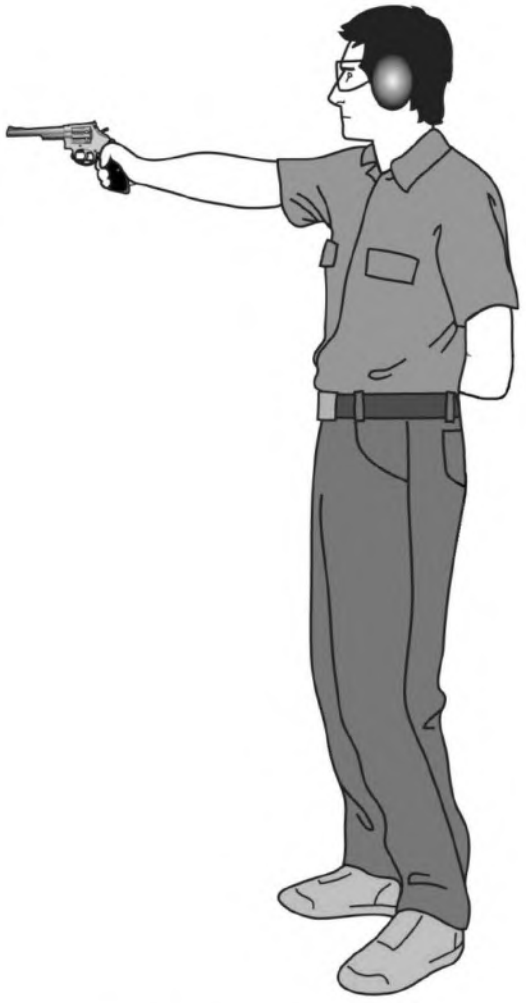
   Always anchor your free hand to give stability when firing and to reduce body movement.

4. ***Name two items of personal protective gear you must wear while shooting a handgun.***

   Sight (safety glasses) and hearing protection.

5. ***Why should we stand feet shoulder width apart and knees straight but not locked when using the two-handed stance?***

   To provide solid balance.



MODULE 16:

FUNDAMENTALS OF SHOOTING WITH RESTRICTED FIREARMS

MODULE 16: FUNDAMENTALS OF SHOOTING WITH RESTRICTED FIREARMS

Student Handbook pages: 294–308

Module Purpose

This module begins with sight alignment as recalled from Module 15. Controlled breathing as it relates to shot release. Trigger control and follow-through are also discussed. Safety procedures at the range, range rules, range courtesy and safe target selection are also explained. Firearm servicing, firearm and ammunition cleaning are also discussed.

Module Concepts/Topics

- Sight alignment / Sight picture
- Controlled breathing as it relates to shot release
- Trigger control
- Follow-through
- Safety procedures (including rules and courtesy) at the range
- Safe target selection
- Importance of firearm servicing
- Reasons for regular cleaning and maintenance
- Firearm cleaning procedure
- Importance of keeping ammunition clean

Teaching Aids and Materials

- Copies of local firing range rules, if available
- Classroom set-up as simulated firing range (align tables, establish a firing line, backstop, targets, etc.)
- Gun oil
- Cleaning kit

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	Before beginning this module, appoint a Safety Coordinator or RO, as explained in the introductory module.
INTRODUCTION	*This module discusses sight alignment, controlled breathing as it relates to shot release, trigger control and follow-through. It also explains safety procedures at the range, safe target selection, firearm servicing and the cleaning of firearms and ammunition.*
1. Explain sight alignment.	Discuss why sight alignment is important for accuracy.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Discuss the controlled breathing cycle as it relates to shot release.	Demonstrate controlled breathing as it relates to shot release while aiming a firearm. Have students practise both trigger control and the controlled breathing cycle.

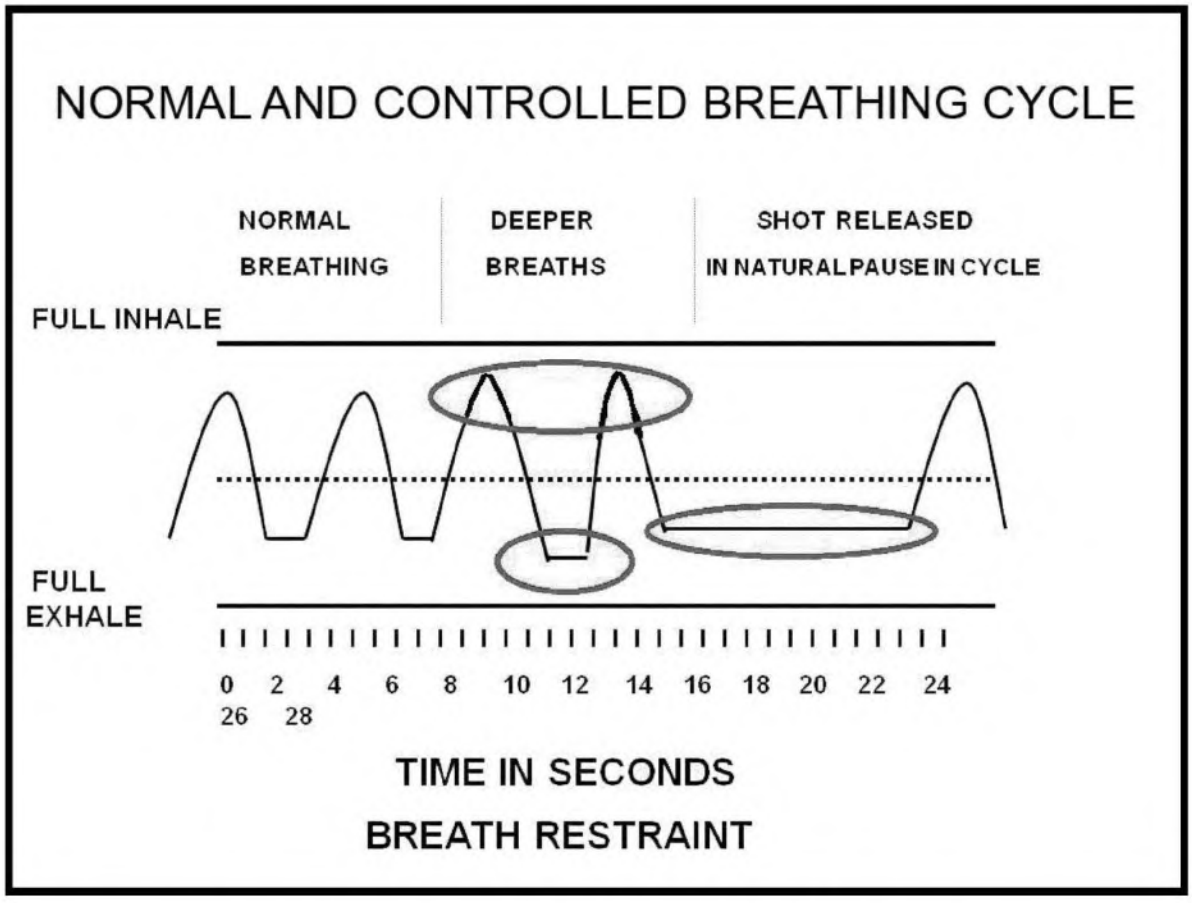


Figure 128. Normal and Controlled Breathing Cycle

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
3. Explain trigger control.	Explain trigger control. **Note to students** Avoid yanking or pulling. Anything other than a smooth squeeze will cause the firearm to move and send the shot off target.
4. Explain the importance of follow-through.	Question the students about follow-through. Can they explain what it is and why it might be important? Follow-through means maintaining your sight picture and/or shooting position, after discharging the firearm. If you do not follow-through, it is more likely that your shot will be off target.
5. Explain firing range procedures and list the range commands.	List the range commands and explain that range commands and rules vary between shooting sports and jurisdictions. Describe what must be done when someone calls a "cease-fire." Go through the standard range rules, writing them on a flipchart as you go along. Discuss range courtesy. Emphasize how standard rules and courtesy reduce the chances of accidents.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
	The following are examples of typical range commands: • "The range is active." • "Cease-fire" • "The range is no longer active." **Note to students** In an emergency, anyone can call a cease-fire.

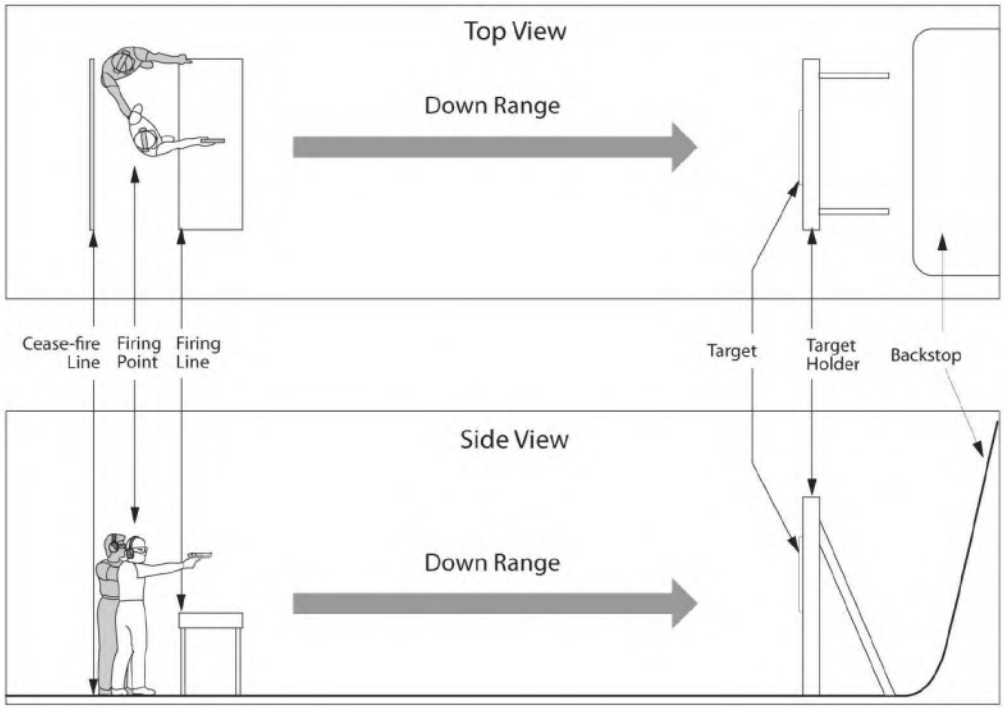


Figure 129. Range Layout with Direct Supervision

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
6. Identify acceptable and unacceptable targets.	Discuss acceptable and unacceptable targets. PRACTICAL DRILL (Buddy System in use). **PROVE it safe.** Act as the "Range Warden" for this exercise. Have students practise arriving, setting up targets, setting up to fire, loading dummy ammunition, dry firing with dummy ammunition, following range orders, etc. Have the buddy monitor very closely for muzzle direction, finger off trigger and out of trigger guard, action open, hands off firearm during cease fire, etc. Switch roles so everyone has a chance to practise. Observe and correct firing positions. Before firing at a target, verify the target by asking yourself the following questions: • Is the range active? • Am I sure that I am shooting at my target? • Are the targets approved by the RSO? **Reminders to students** • The handgun may only be discharged in a place where it is lawful to do so. • Hunting with a handgun is not permitted.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
7. Explain the importance of servicing firearms properly.	Suggest to students that they should arrange for training in the servicing of their firearms from the manufacturer, a gun club, a gunsmith or a gun shop. Stress that they should always follow the instructions in the owner's manual. Stress the dangers of attempting to do repairs or modifications themselves. Recommend that all repairs or modifications be done by qualified individuals.
8. Describe the reasons for regular firearm cleaning and maintenance.	Question students to introduce possible causes of firearm deterioration, e.g., corrosion from exposure, humidity, burning powder action, build-up of ammunition residue in the barrel; stock drying and warping from exposure to elements. Introduce the possibility that ammunition jamming could be caused by poor firearm cleaning or maintenance. Stress that proper maintenance can improve accuracy and help maintain the value of the firearm.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
9. Describe the procedure for cleaning a firearm.	Show parts of a cleaning kit and briefly describe its use. Point out a safe procedure for cleaning a firearm in the Student Handbook. Stress that safety glasses must be worn if cleaning requires disassembly of the firearm. Stress the use of proper gun oil, following the **Vital Four ACTS**, etc. **Optional** Demonstrate cleaning a firearm.

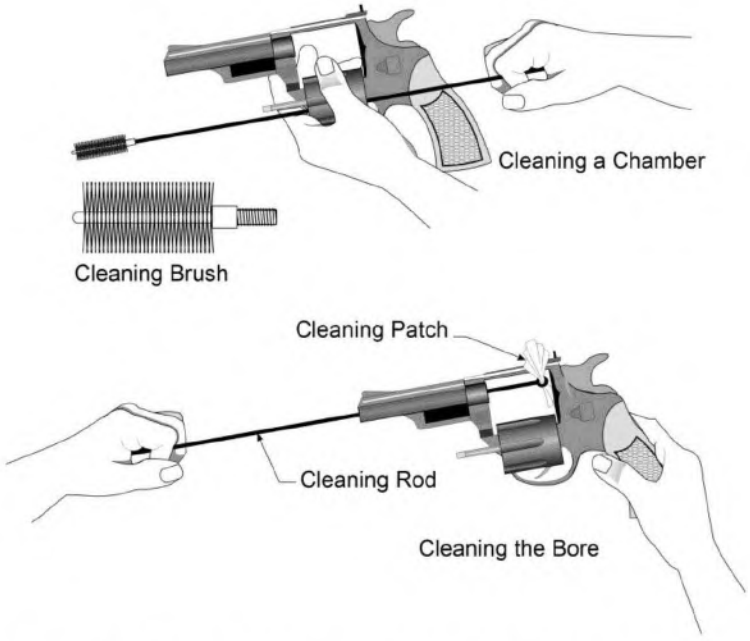


Figure 130. Cleaning a Double-action Revolver Cylinder

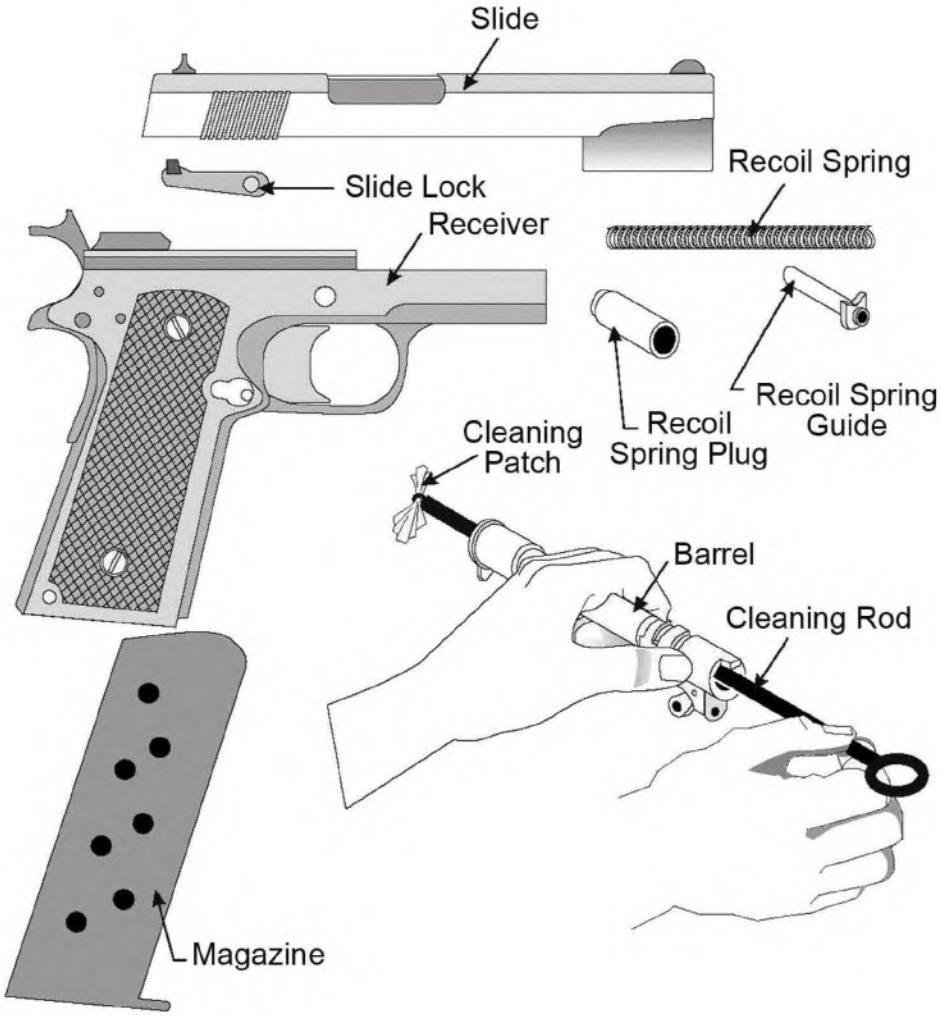


Figure 131. Cleaning a Semi-automatic Handgun

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
10. Explain the importance of keeping ammunition clean.	Explain the effects of oil, grease, moisture, sand and dirt and heat on ammunition. **Note to students** • Primers are adversely affected by exposure to penetrating oils. Do not clean your ammunition with an oily rag. • Powder can decay and become unpredictable if exposed to excessive heat and long-term vibration.
Recommended lesson time: 30 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***Name the process of maintaining your sight picture after firing.***

   Follow-through.

2. ***Should you step to the firing line and reload your handgun after a "cease-fire" is called?***

   No.

3. ***Having the firearm within eyesight and/or arm's reach of the shooter is described as…?***

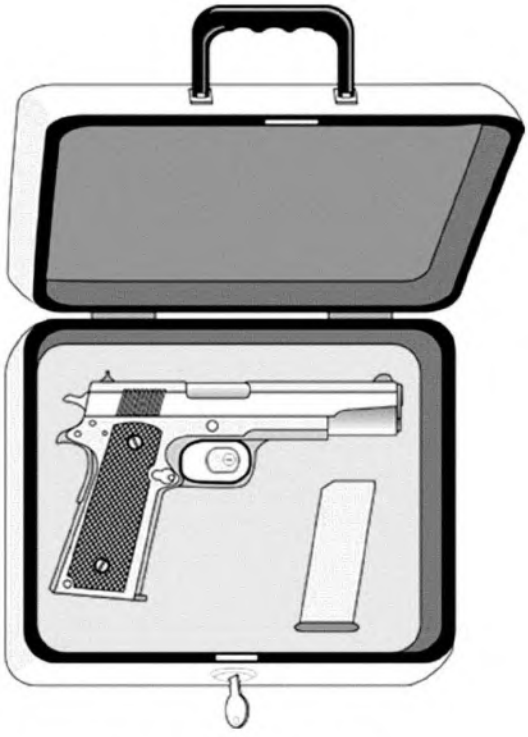
   Direct control.

4. ***Is a shooter permitted to shoot cross range at a target not in use by another shooter?***

   No.

5. ***Describe the supervision of minors at the range.***

   Always under the direct supervision of an adult. This direct supervision is considered not to be more than an arm's length away from the minor.



MODULE 17:

SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF RESTRICTED FIREARMS

MODULE 17: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF RESTRICTED FIREARMS

Student Handbook pages: 308–323

Module Purpose

This module defines restricted firearms, and prohibited and restricted firearms and devices. It also explains the requirements set out in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*

Module Concepts/Topics

- Firearms, ammunition and devices (restricted and prohibited)
- Storage of restricted firearms
- Display of restricted firearms
- Transport of restricted firearms
- Handling of restricted firearms

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
INTRODUCTION	This module explains the requirements set out in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*
1. Define firearms, ammunition and devices that are restricted and prohibited.	Have students explain the difference between restricted and prohibited firearms. Discuss pertinent federal legislation concerning restricted and prohibited firearms and devices.

Restricted Firearms

In general, individuals may possess restricted firearms for one or more of the following reasons: lawful profession or occupation, target practice or competition, as part of a gun collection or, in some rare cases, for the protection of life. The following are examples of restricted firearms:

- A handgun which is not a prohibited firearm.
- A firearm that is not a prohibited firearm has a barrel less than 470 mm (18½ inches) in length, and discharges centre-fire ammunition in a semi-automatic manner.
- A firearm that is designed or adapted to be fired when reduced to a length of less than 660 mm (26 inches) by folding, telescoping or otherwise.
- A firearm of any kind that is prescribed by regulation to be a restricted firearm.

Prohibited Firearms

In general, individuals cannot acquire the types of firearms that fall into the prohibited class. Depending on the nature of their duties, employees of business and carriers, and public officers (police or peace officer, firearms officer, prescribed employee of a federal, provincial or municipal government) may possess prohibited firearms. The following are examples of prohibited firearms:

- handguns with a barrel length equal to or less than 105 mm (4⅛ inches);
- Handguns designed or adapted to discharge a 25 or 32 calibre cartridge (Any of the above-noted handguns are not prohibited firearms if they are used in competitions governed by the rules of the *International Shooting Union* and prescribed by regulation.);
- "sawed-off" rifles or "sawed-off" shotguns less than 660 mm (26 inches) in length;
- "sawed-off" rifles or "sawed-off" shotguns 660 mm (26 inches) or greater in length and have barrel lengths of less than 457 mm (18 inches);
- an automatic firearm; and
- any firearm that is prescribed by regulation to be a prohibited firearm.

Prohibited Devices

- **A handgun barrel that is equal to or less than 105 mm (4⅛ inches) in length (does not include any handgun barrel that is used in competitions governed by the rules of the *International Shooting Union* and prescribed by regulation).**
- **A device designed to muffle or stop the sound of a firearm (silencers).**
- **A cartridge magazine prescribed by regulation to be a prohibited device.**

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
2. Describe the legal requirements for restricted firearms storage.	**Note** The legal requirements explained in this module are set out in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*. Follow this lesson plan closely and do not elaborate on the regulations. If students have questions, refer them to the Regulations.

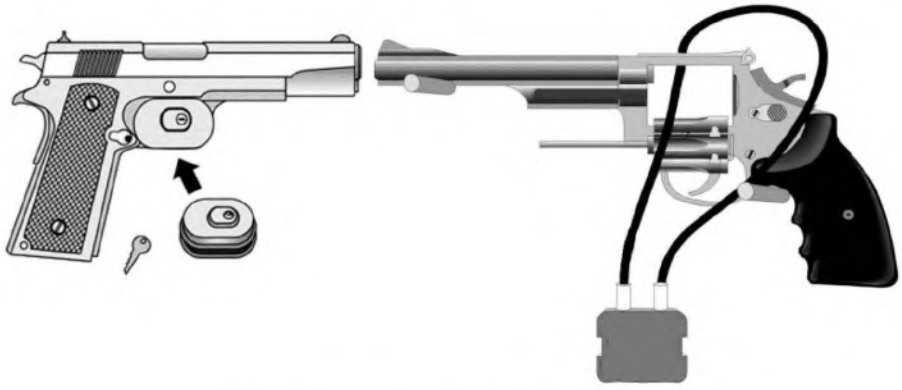


Figure 132. Cable and Trigger Locks

Figure 133. Lockable Carrying/Storage Case

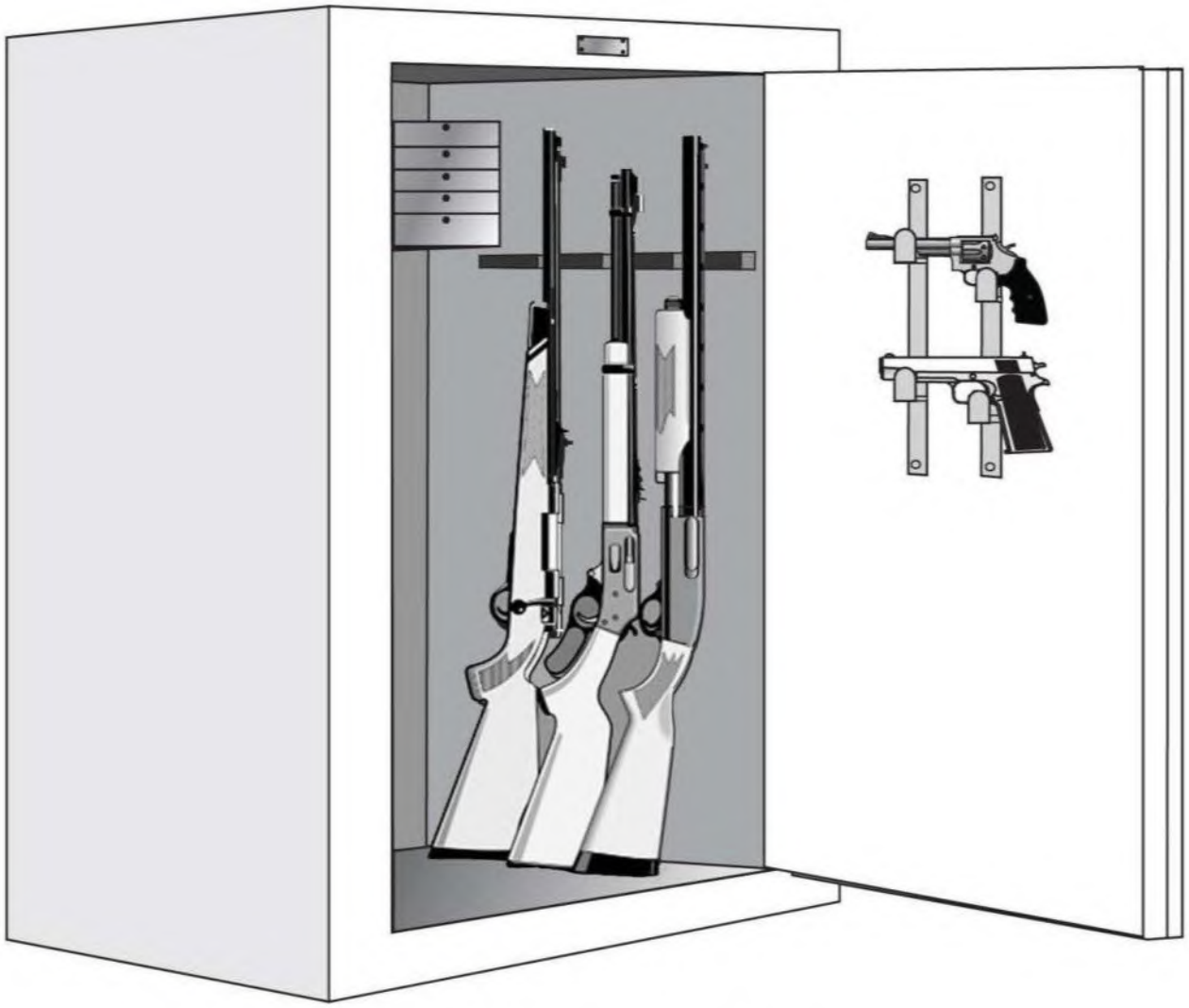


Figure 134. Storage Vault (safe)

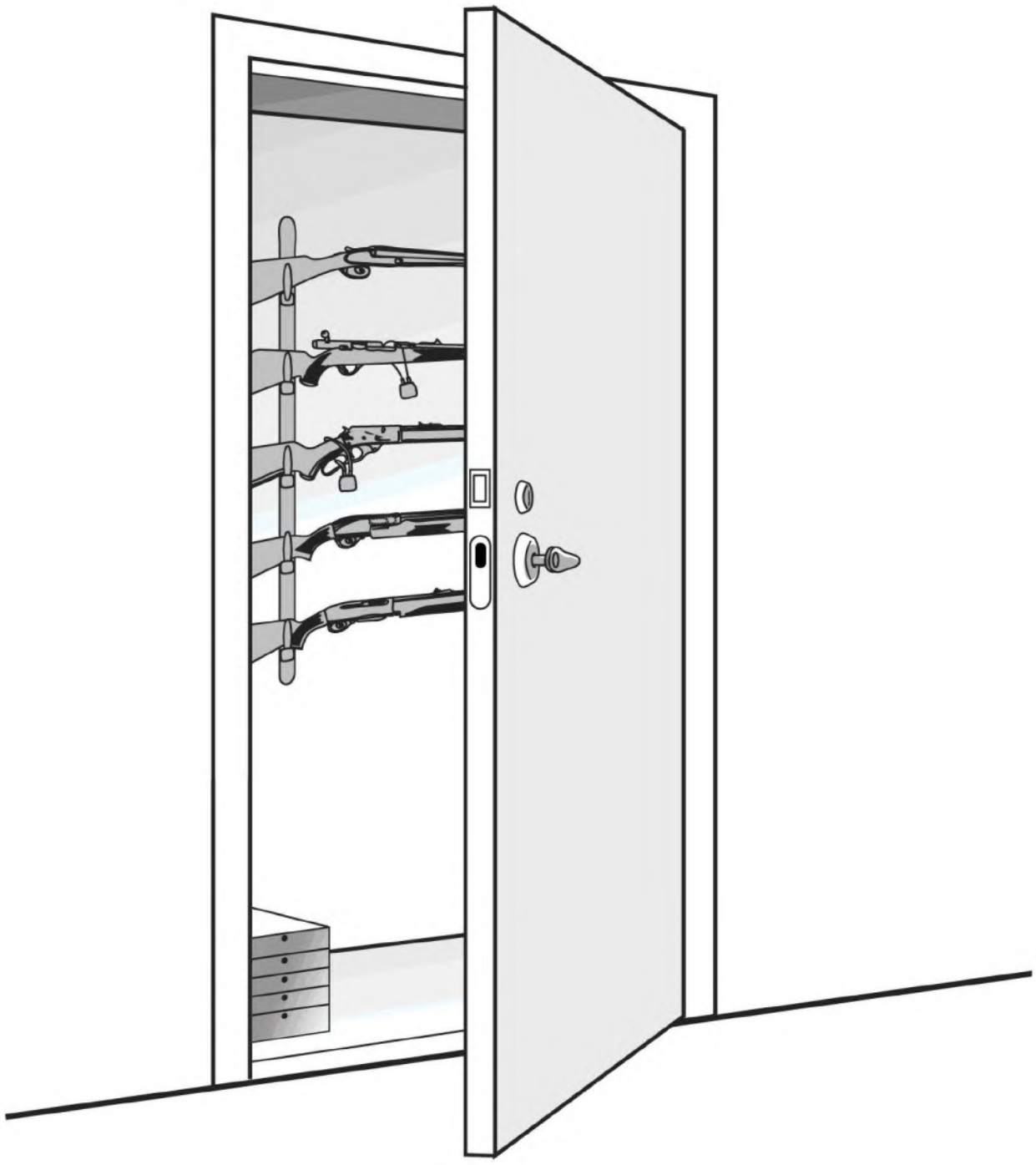
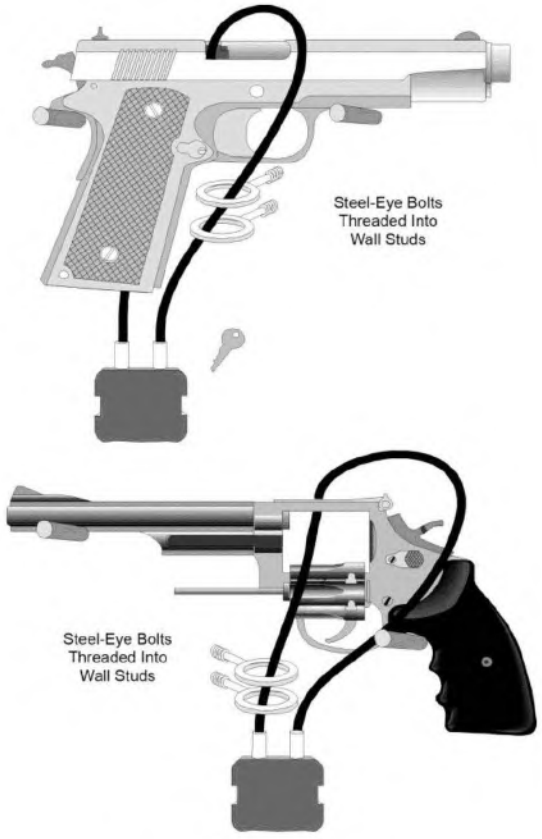


Figure 135. Secure Room (restricted firearms)

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
3. Describe the legal requirements for restricted firearms display.  **Figure 136. Display**	Discuss display requirements.

TEACHING OBJECTIVES The student will be able to:	TEACHING POINTS/METHODS
4. Describe the legal requirements for the transportation of firearms.	Explain that all firearms must be transported unloaded. Explain that an "Authorization to Transport" (ATT) is required to transport a restricted firearm. To obtain an ATT, the owner will need to provide the following information: • firearms licence number; • registration certificate number of the firearm to be transported; • frequency, dates and times the firearm will be transported; • place of departure and destination of the transported firearms; • reason for transporting the firearm; and • proof of a Gun Club Membership. **Optional** If possible, ask students to correctly demonstrate how to store, transport and handle restricted firearms using the Buddy System.

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
5. Describe the legal requirements for firearm handling. **Figure 137. Lockable Carrying/Storage Case**	**Reminder to students** A restricted firearm may only be loaded and discharged in a place where it can be safely and legally discharged. Close the lesson by summarizing the **Vital Four ACTS** and **PROVE it safe**. Use the **Vital Four ACTS** and **PROVE it safe** posters.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. This is an important habit to develop.

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber(s).
	Verify the feeding path.
	Examine the bore for obstructions (visually or with a rod).

Recommended lesson time: 35 minutes	**BRIEFLY REVIEW "NEW WORDS" WITH STUDENTS.** **GO OVER REVIEW QUESTIONS.**

Review questions and answers

1. ***List three reasons permitting you to possess a handgun.***

   - Lawful profession or occupation
   - Target practice or competition
   - Part of a gun collection

2. ***Describe the legal parameters of handgun storage.***

   It is unloaded; and
   Rendered inoperable by using a secure locking device (Figure 132); and stored in a securely locked container (Figure 133), receptacle or room that cannot be easily broken open or into.

3. ***List the documents you must carry when transporting your handgun to the range.***

   - Authorization to transport
   - Firearms licence
   - Firearm registration certificate

4. ***Is it legal to store your restricted firearm at your friend's house?***

   No, unless you get permission for Alternate Storage from the CFO of your province.

5. ***List the legal requirements for transporting a restricted handgun.***

   - It is unloaded.
   - It is rendered inoperable by using a secure locking device.
   - It is in a locked container that is made of an opaque material and cannot be easily broken open or into or accidentally opened during transportation.
   - Also, all items listed at question 3.

CLOSING MODULE

CLOSING MODULE

Module Purpose

This module is a review of the course materials and a conclusion to the course.

Module Concepts/Topics

- Review
- Conclusion

TEACHING OBJECTIVE The student will be able to:	TEACHING POINTS/METHODS
1. Recall the basic safety points outlined in the course.	Ask the class what questions they have about firearm safety. **Training Tip** At the end of a course, or lesson, if you ask students: "Do you have any questions?", they most likely will say "no." If you ask "What questions do you have?", you are more likely to get questions and discussion.
2. Conclusion	Have students complete the course evaluation form. Conclude the course by reminding students to handle firearms safely. Follow the **Vital Four ACTS** and **PROVE** your firearm safe.
Recommended lesson time: 45 minutes	

Mass Casualty Commission Exhibit

GLOSSARY

GLOSSARY

A

action: The moving parts of a firearm that load, fire, extract and eject ammunition.

action release: The part of a firearm that unlatches or opens the action to give access to the chamber.

air gun: A firearm that uses compressed air or carbon dioxide to propel a projectile.

ammunition: See Appendix C: Legal Definitions.

antique firearm: See Appendix C: Legal Definitions.

aperture sight: A rear sight with a hole for viewing the target. Also known as a peep sight.

automatic: An action that fires cartridges in rapid succession during one sustained pressure of the trigger.

B

ball:
a) A lead projectile fired by black-powder firearms.
b) Full-metal jacket ammunition.

ballistics: The study of projectiles in flight and what affects them. This means the barrel, in flight and within the target, including trajectory, force, impact and penetration.

barrel: The metal tube of a firearm. The bullet, shot or projectile accelerates down it when the firearm is fired.

barrel length: The distance from the muzzle to the chamber, including the chamber itself. This measurement does not include accessories or barrel extensions like flash suppressors or muzzle brakes. The barrel length of a revolver is the distance from the muzzle to the breech end immediately in front of the cylinder.

BB gun: A type of air gun designed to use spherical steel BB pellets.

big bore: A rifle shooting term that refers to centre-fire firearms or ammunition.

black powder: A finely ground powder, mainly used in muzzleloaders and antique cartridge firearms. The basic ingredients are saltpetre (no space between salt and petre) (potassium nitrate), charcoal (carbon) and sulphur.

blueing or bluing: An oxidation (rust) process applied to firearm metal parts. Controlled by applying oil that mixes with the nitrates used in the process. The oil prevents further rusting by sealing the metal. This gives the metal a blue/black colour that resulted in the name "bluing."

boat tail: The tapered rear end of some bullets, used to increase ballistic efficiency at long range.

bolt: A steel rod-like assembly that moves back and forth in an action, sealing the cartridge in the chamber during firing.

bolt action: A repeating firearm that has a magazine and in which the breech bolt or closure device operates in line with the bore; manually operated by a permanent projection or handle attached to the bolt or closure device.

bolt face: The forward end of the bolt that supports the base of the cartridge.

bore: The inside of the barrel of a firearm excluding the chamber. The channel through which the bullet or other projectile is fired from the gun.

bore diameter: The measurement from one side of the bore to the other. See also **rifling**; **calibre**.

breech: The rear end of the barrel into which the ammunition is loaded. See also **chamber**.

breechblock: The part in the breech mechanism that locks the action against the firing of the cartridge.

breechloader: A firearm loaded through the breech.

buckshot: Large lead pellets used in shotgun shells.

bullet: A projectile designed to be fired from a rifled barrel.

butt: The rear end of a rifle or shotgun (the portion that rests against the shoulder). In a handgun, the bottom part of the grip.

butt stock: In long guns, the part of the stock which extends from the receiver to the butt.

C

calibre: A measurement in metric or imperial units to describe the inside diameter of the barrel of a rifled firearm. Calibre is also used to describe the diameter of a projectile in a cartridge.

cap: See **percussion cap**.

carbine: A light short-barrelled rifle.

cartridge: A complete unit of ammunition consisting of a case, primer, powder and a projectile. Modern cartridges are generally classified into two categories: centre-fire and rim-fire. See also **shell**.

cartridge magazine: A device or container from which ammunition may be fed into the firing chamber of a firearm. Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted* sets out the limit for the number of cartridges permitted for different types of magazines. The two common types are box-type magazine and tubular magazine.

case: Also called casing. The container of a cartridge. It is usually of brass or other metal when used for rifles and handguns. When used for shotguns, it is usually of paper or plastic with a metal head, and is more often called a hull.

cease-fire:

a) As a verb - The command to stop shooting, unload firearms and step behind the cease-fire line.

b) As a noun - Time or period of range inactivity while targets are changed or other activities are conducted.

centre-fire: A cartridge with its primer located in the centre of the base of the case.

chainfiring: The term used to describe the dangerous result of not using grease over the balls used in a black-powder revolver. When the primary cylinder is fired, lack of grease on the other cylinders may cause them to discharge before they are lined up with the barrel.

chamber:

a) The portion at the breech end of the barrel. The cartridge is placed in the chamber ready for firing. A revolver is multi-chambered.

b) To place a cartridge in the barrel.

charge:

a) The amount, by weight, of the powder in a cartridge.

b) In the case of black powder, the amount, by volume, of the powder used.

c) To fill a magazine with cartridges.

Chief Firearms Officer: The person in authority in a province or territory responsible for licences, authorizations to transport, authorizations to carry and other functions related to the administration of the *Firearms Act* and its Regulations.

choke: Narrowing at the muzzle end of a shotgun barrel that determines the shot pattern.

cleaning kit: A set of specialized accessories used to clean and maintain a firearm.

clip: An informal term used to describe a magazine.

cock: To set the action into position for firing. On some firearms, the action has an intermediate position called half cock. On muzzleloading firearms, the cock holds the flint or match.

coking: The burning of black powder residue with much heat and little smoke.

comb: The upper edge of a rifle or shotgun stock where the holder's cheek rests.

conical bullet: A cylindrical-shaped bullet with a cone-shaped tip.

core: The part of a bullet that is covered by a jacket, i.e., the centre of a bullet.

corrosion: The gradual eating away of the metal parts of a firearm caused by rust or other chemical reactions.

crimp: The portion of a cartridge or shell case that is bent inward to hold the bullet or shot in place.

cross-bolt safety: A device that blocks the firing mechanism of a firearm.

cross-hairs: The sighting lines in a telescopic sight.

cylinder: The part of a revolver that rotates and in which chambers are bored to hold cartridges. It combines the functions of magazine, feed system and firing chamber.

cylinder bore: A shotgun barrel having the same diameter throughout, i.e., without choke. It is used to fire solid slugs.

D

dangerous range: The maximum distance at which a projectile will travel. See also **range**.

deactivated firearm: A deactivated firearm is one that has been rendered permanently inoperable. The standards for deactivated firearms are determined by the RCMP/CFP.

direct control: Defined as having the firearm within eyesight and/or arms' reach of the shooter.

dominant eye: See **master eye**.

double action: An action that cocks and fires with a complete pull of the trigger.

double action only: An action that cannot fire in a single action mode.

double-action revolver: A revolver that both cocks and fires with a complete pull of the trigger.

double-barrel: A firearm with two barrels, either side-by-side or one over the other.

down range: The direction from the shooting position towards the target on a range. See also **range**.

dry firing: Firing of an unloaded firearm to practise handling and shooting techniques. This can damage some types of actions, particularly rim-fire.

dummy ammunition: Inactive ammunition used for practising handling of firearms. It has no primers or propellants. See also **live ammunition**.

E

effective range: The maximum distance for a shooter at which he or she can confidently hit the target. Also refers to the useful range of the projectile(s). See also **range**.

ejector: The mechanism that expels the cartridge or case from the firearm.

extraction: The removal of a cartridge or case from the chamber of a firearm.

F

feed: The action of moving a fresh cartridge into the chamber.

feeding path: The path a cartridge follows within an action.

field stripping: Taking apart a firearm for regular maintenance and cleaning.

firearm: See **Appendix C: Legal Definitions**.

firing pin: The part of the breech mechanism that strikes the primer of the cartridge.

flash suppressor: Muzzle attachment designed to cool emergent gases and prevent or reduce muzzle flash.

flat-nosed bullet: A bullet with a flattened front end. It is used mainly in cartridges designed for rifles with tubular magazines.

fléchette: A small dart stabilized by fins. It is encased in a discarding sabot (case) and loaded into a shotgun shell. Usually, one shell will contain a number of fléchettes. This type of ammunition is prohibited.

flintlock: The gunlock of early firearms in which flint is struck against steel. This causes sparks to ignite the powder charge.

floor plate: The metal plate at the bottom of some cartridge magazines. (The floor plate is usually hinged at the front and held by a release spring located just ahead of the trigger guard.)

follow-through: Staying in the same position after squeezing the trigger or continuing the swing in firing at a moving target. This helps to shoot accurately.

follower: The part of a magazine between the spring and the ammunition. You must be able to see or feel the follower to know the magazine is empty. See also **magazine follower**.

forcing cone: In smooth bore and revolver barrels, a cone that joins the chamber to the bore. It assists the passage of the projectile(s) into the bore. Also called a throat.

forearm/fore-stock: The forward part of a one or two piece stock. It is sometimes called a slide on pump action firearms.

frizzen: The metal arm of a flintlock mechanism. The flint strikes the frizzen to create sparks in the flash pan. It is also called a battery.

full cock: The position of the hammer or striker when the firearm is ready to fire.

full-metal jacket: A bullet with a jacket, usually of harder metal, encasing the core. It is also called a hard-point bullet. Used in ball ammunition.

G

gauge: The measurement of the diameter of a shotgun bore.

grain: A unit of weight (7,000 grains equal one pound) commonly used to measure the weight of ammunition components. Black powder and its substitutes are measured in grains by volume. Modern powders are measured by weight.

grip: The small portion of the stock gripped by the trigger hand.

grooves: See **rifling**.

H

half cock: A safety feature on some firearms. When the hammer is pulled back half-way, it cannot be fired by squeezing the trigger.

hammer: The part of the action that drives the firing pin forward.

handgun: See Appendix C: Legal Definitions.

hangfire: A malfunction causing a delay in firing a cartridge after the firing pin has struck the primer.

high power: A term applied to the first smokeless powder cartridges with velocities of approximately 609.6 m/s (2,000 ft./s).

high power rifle: Generally, a firearm that uses centre-fire ammunition.

holding: The action of keeping the sights on the target while squeezing the trigger.

hollow point: A bullet with a hollow at the tip (nose) that makes it expand more on impact.

hull: The outer covering or casing of a shotgun shell.

I

No applicable entry.

J

jacket: The outer covering over the inner metal core of a bullet.

K

kick: See **recoil**.

L

lands: See **rifling**.

leading: Particles from shot or bullets that stick to the metal surface of the bore. This is due to heat or friction.

lever action:
a) An action operated by a lever located underneath it. (A secondary purpose of the lever is to serve as a trigger guard.)
b) A repeating firearm that has a magazine and a breech mechanism cycled by an external lever, usually below the receiver or frame.

line of sight: An imaginary straight line from the shooter's eye to the target; usually through the sights.

live ammunition: Ammunition containing primers and propellants capable of firing bullets or other projectiles.

load: To prepare a firearm for firing by inserting ammunition into it.

loading gate: The hinged cover over the opening through which cartridges are inserted into the magazine or chamber.

loading port: The opening through which cartridges are inserted into the magazine or chamber.

lock: The firing mechanism of a muzzleloader. In firearms that are loaded through the breech, the lock is both the firing mechanism and breech-sealing assembly.

long gun: Generic term used to describe rifles and shotguns.

M

magazine: See **cartridge magazine**.

magazine cut off: Disengages magazine feed from firearm.

magazine follower: Spring-loaded platform in a magazine. It pushes cartridges or shells to the feeding position. When checking that a firearm is completely unloaded, the magazine follower should be clearly in view. This is especially important with tubular magazines.

magazine release: A button or switch that allows for the removal of a magazine from the firearm.

magnum:
a) A cartridge or shell with a larger capacity or with a higher velocity than average (e.g., 3.5-inch Magnum shot shell, .300 Winchester Magnum rifle, .44 Remington Magnum handgun). Firearms that use magnum ammunition may also be called magnum.
b) A marketing term used by manufacturers which may or may not indicate greater power or range.

mainspring: A strong spring which activates the striker or hammer of a firearm.

malfunction: The failure of a firearm to work properly. This can be caused by a jam or stoppage, or a mechanical or structural failure.

master eye: The stronger eye; the eye through which a person usually views an object as when sighting a firearm.

match/wick: A long cord soaked in saltpetre, which burns slowly. Used to ignite powder in early firearms.

matchlock: A firearm action that uses a serpentine or S-shaped piece of metal to hold a smouldering match. The burning match contacts the priming powder in the pan to ignite the charge.

metallic cartridge: A cartridge with a metallic case. In contrast, early cartridge cases were made of linen, paper, etc.

mid-range: The point in the trajectory halfway between the muzzle and the target.

Mini-ball or Minie ball: A cylindrical-shaped bullet used in muzzleloaders. It has a pointed tip and a hollow base that spreads as it is fired.

misfire: The failure of a cartridge to fire after the firing pin has struck the primer. Do not confuse with hangfire, which is a delay in firing.

mushroom: The shape many soft-point bullets become when they expand upon impact.

musket: An early smoothbore shoulder firearm.

muzzle: The opening at the end of the barrel from which the bullet or shot emerges.

muzzle brake: A device attached to the muzzle that softens the recoil of the firearm. Also known as a compensator.

muzzleloader: A firearm that is loaded through the muzzle.

N

non-restricted firearm: See **Appendix C: Legal Definitions**.

O

open sight: A type of firearm sight, usually with a "V" or "U" notch in the rear sight. See also **sight**.

over-and-under: A firearm, usually a shotgun, with two barrels placed one over the other.

P

pan: The small container located on the side or top of a matchlock, wheel lock or flintlock firearm used to hold the priming powder.

patch:
a) A small piece of leather or cloth that is greased and placed around a bullet before ramming it down the barrel of a muzzleloader.
b) A piece of cloth drawn through the bore of a firearm to clean it.

patch box: A small compartment in the butt of a muzzleloader used to store patches or other small items.

pattern: Distribution of the shot in a shotgun charge. This is measured at a standard distance of 40 yards and in a 30-inch circle.

peep sight: A rear sight with a hole through which the target is viewed. Also known as an aperture sight.

pellet: Small round projectiles loaded into shotgun shells. Usually referred to as shot. Also a lead projectile used in some air guns.

penetration: The depth that a projectile travels into a target before it stops.

percussion cap: A small metal explosive-filled cup that is placed over the nipple of a percussion firearm.

pistol: A small hand-held firearm.

powder: The general term for any propellant used in firearms which burns upon ignition. The two major types are black powder (an explosive) and smokeless powder (a propellant).

powder burn: Charring caused by gunshot residue.

powder charge: The amount of powder by weight in the case of smokeless powder, and by volume, in the case of black powder.

prime: In the case of a black-powder firearm, to place powder on the pan or percussion cap on the nipple. Also, to place a primer in a cartridge case.

primer: The overall term for the priming compound, cup and anvil which, when struck, ignites the powder charge.

primer pop: The sound of only the primer discharging due to no or grossly inadequate charge of powder in the cartridge.

prohibited ammunition: See **Appendix C: Legal Definitions**.

prohibited device: See **Appendix C: Legal Definitions**.

prohibited firearm: See **Appendix C: Legal Definitions**.

projectile: A bullet or shot in flight after firing from a firearm.

propellant: The chemical substance which, when ignited, propels the projectile. Also called powder.

pull-through: The cord used to pull a bore brush or cleaning patch through the bore of a firearm.

pump action:
a) An action that is operated by moving the fore-end in a motion parallel to the bore.
b) A repeating firearm that has a magazine and is manually set in motion usually parallel to the barrel; also called slide action or trombone action.

Q

No applicable entry.

R

ramrod: A wood or metal rod used to push the patch and bullet down the barrel of a muzzleloader.

range:
a) The distance travelled by a projectile from firearm to target.
b) A projectile's maximum travelling distance.
c) An area or facility designed for the safe shooting of firearms.
d) Dangerous range: the maximum distance at which a projectile will travel.
e) Effective range: the greatest distance a projectile will travel with accuracy.

receiver: A firearm's metal frame that generally contains the breech, locking and loading mechanisms. Normally the serial number is on the receiver. Also called the frame.

recoil: The backward movement of a firearm when it is fired. Also called kick.

replica firearm: See **Appendix C: Legal Definitions**.

restricted firearm: See **Appendix C: Legal Definitions**.

revolver:

a) A repeating handgun that has a revolving cylinder with a series of chambers. The cylinder may revolve in either direction, depending on the manufacturer.
b) A firearm, usually a handgun, that has a revolving cylinder with a series of chambers, and is discharged successively by the same firing mechanism. The chamber may revolve in either direction depending on the manufacturer.

revolving action: An action with a revolving cylinder containing a number of cartridge chambers. One chamber at a time lines up with the barrel.

ricochet: The redirection of a projectile after impact, usually with a hard surface. For example, a bullet bouncing off a rock.

rifle: A shoulder firearm with a rifled bore. Designed to fire one projectile at a time. See also **rifling**.

rifled slug: A large, single projectile with spiral grooves used in shotguns.

rifling: Spiral grooves inside the barrel. Rifling causes the bullet to spin, increasing its accuracy and range. The depressed portions of the rifling are called grooves and the raised portions are called lands.

rim: The edge on the base of a cartridge case. The rim is the part of the case that the extractor grips to remove the cartridge from the chamber.

rim-fire: A cartridge that has its primer located inside the rim of the case. See also **cartridge**.

rod: A rod used for cleaning a firearm. It is used to check for obstructions prior to loading the firearm. It may also be referred to as a ramrod, proving stick or dummy rod.

round: One shot fired by a firearm. It is also a complete item of ammunition or a cartridge that has all the components needed to fire one shot.

round-nose bullet: A bullet with a rounded nose.

S

sabot: A plastic sleeve that holds a slug that is smaller than the bore diameter of a firearm. It is used mainly in shotguns and muzzleloading firearms.

safety: A device that blocks the firing mechanism of a firearm.

scope: See **sight**.

sear: Part of the firing mechanism linked to the trigger. The sear holds the hammer, firing pin or striker in the cocked position until the trigger is squeezed.

secure locking device: See **Appendix C: Legal Definitions**.

semi-automatic:
a) An action which fires, extracts, ejects, chambers and cocks with each separate pull of the trigger.
b) A repeating firearm requiring that the trigger be pulled for each shot fired and which uses the energy of the discharge to perform part of the operating cycle; sometimes called auto-loading or self-loading actions.

semi-wadcutter: A cylindrical bullet with a short truncated cone at the nose. Often used for paper target shooting.

shell: A complete unit of ammunition consisting of a hull, primer, powder, wad and projectile(s) for use in shotguns.

shotgun: A shoulder firearm with a smooth bore designed to fire multiple pellets called shot, or a single projectile called a slug.

shot shell / shotgun shell: A cartridge used in a shotgun. It contains multiple shot pellets or a single projectile called a slug.

side by side: A firearm, usually a shotgun, with two barrels placed side by side.

sight: A firearm device, either mechanical or optical, that helps the shooter aim accurately.

single action: An action that releases the hammer from a cocked position when the trigger is pulled. Usually found on handguns.

single action revolver: A revolver that requires the hammer to be cocked manually. Pressing the trigger will not cause it to fire until this is done.

single shot: A single-barrel firearm that is manually loaded and has no magazine-feed device.

slide safety: A device that blocks the firing mechanism of a firearm.

sling: A strap used to carry and aid in aiming a rifle.

slug: A large single projectile used in shotguns. See also **rifled slug**.

small bore: Generally refers to a .22-calibre firearm or rim-fire ammunition.

smokeless powder: Propellant powder used in modern firearms.

smooth bore: A firearm with a bore that is not rifled, such as a shotgun.

soft-point bullet: A bullet with a partial jacket exposing a portion of the lead core at the nose.

spent bullet: A bullet near the end of its flight that has lost nearly all its energy. Despite a loss in energy, spent bullets can still penetrate targets.

spire-point bullet: A bullet with a cone-shaped nose.

stock: The part of a rifle or shotgun used in holding the firearm.

T

tang safety: A device that blocks the firing mechanism of a firearm.

telescopic sight: See **sight**.

trajectory: The path a projectile takes during flight.

trigger: The part of the firearm mechanism that releases the part of the action that fires the cartridge.

trigger guard: The metal loop around the trigger made to protect it and prevent accidentally touching the trigger.

U

unattended: See **Appendix C : Legal Definitions**.

unloaded: See **Appendix C: Legal Definitions**.

V

vehicle: See **Appendix C: Legal Definitions**.

velocity: The speed at which a projectile travels in a given direction.

W

wad: A paper fibre or plastic disc used to separate the powder charge from the shot or slug, to seal propellant gases behind the charge, and to hold the shot together in the barrel.

wad-cutter: A cylindrical bullet with a sharp, shouldered, nearly flat nose. It is designed to cut paper targets cleanly so they can be scored accurately.

wheel lock: An early firearm mechanism. A wheel with serrated edges is spun against a piece of iron pyrite. This sends sparks into the pan to ignite the charge.

wing safety: A device that blocks the firing mechanism of a firearm.

X

No applicable entry.

Y

No applicable entry.

Z

No applicable entry.

APPENDICES

Mass Casualty Commission Exhibit

APPENDICES

Overview

These appendices are provided for general information purposes only. The information contained in this section may be additional to that contained in the course. Information contained in this section will not form part of the written or practical tests.

For legal references, please refer to the actual legislation, namely the *Firearms Act* and its Regulations, and Part III of the *Criminal Code*.

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Appendix A: Antique firearms

An antique firearm refers to any firearm manufactured before 1898 that was not designed or redesigned to discharge rim-fire or centre-fire ammunition, plus any other firearm specifically identified as an antique by the Regulations. Owners of antique firearms do not need to have a firearms licence or a registration certificate. There are also no restrictions on the transfer of antique firearms. However, antique firearm owners must comply with the requirements found in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*

Source: Section 84, Part III of the *Criminal Code*, Paragraph 117(*h*), *Firearms Act*

Appendix B: Buying ammunition

Any individual wishing to buy ammunition in Canada must have a valid Canadian firearms licence. (Non-residents must have either a confirmed declaration or a temporary borrowing licence to buy ammunition in Canada.)

Appendix C: Legal definitions

The following definitions are taken from the *Firearms Act* and its Regulations, and Part III of the *Criminal Code*.

ammunition: A cartridge containing a projectile designed to be discharged from a firearm and, without restricting the generality of the foregoing, includes a caseless cartridge and a shot shell. *(munitions)*

antique firearm: (1) Any firearm manufactured before 1898 that was not designed to discharge rim-fire or centre-fire ammunition and that has not been redesigned to discharge such ammunition. (2) Any firearm that is prescribed to be an antique firearm. *(arme à feu historique)*

firearm: A barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled weapon and anything that can be adapted for use as a firearm. *(arme à feu)*

handgun: A firearm that is designed, altered or intended to be aimed and fired by the action of one hand, whether or not it has been redesigned or subsequently altered to be aimed and fired by the action of both hands. *(arme de poing)*

non-restricted firearm: A firearm that is neither a prohibited firearm nor a restricted firearm. *(arme à feu sans restrictions)*

prohibited ammunition: Ammunition, or a projectile of any kind, that is prescribed to be prohibited ammunition. (*munitions prohibées)*

prohibited device: (1) Any component or part of a weapon, or any accessory for use with a weapon, that is prescribed to be a prohibited device. (2) A handgun barrel that is equal to or less than 105 mm in length, but does not include any such handgun barrel that is prescribed, where the handgun barrel is for use in international sporting competitions governed by the rules of the International Shooting Union. (3) A device or contrivance designed or intended to muffle or stop the sound or report of a firearm. (4) A cartridge magazine that is prescribed to be a prohibited device. (5) A replica firearm. *(dispositif prohibé)*

prohibited firearm: (1) A handgun that has a barrel equal to or less than 105 mm in length, or is designed or adapted to discharge a 25- or 32-calibre cartridge, but does not include any such handgun that is prescribed, where the handgun is for use in international sporting competitions governed by the rules of the International Shooting Union. (2) A firearm that is adapted from a rifle or shotgun, whether by sawing, cutting or any other alteration, and that, as so adapted, is less than 660 mm in length, or is 660 mm or greater in length and has a barrel less than 457 mm in length. (3) An automatic firearm, whether or not it has been altered to discharge only one projectile with one pressure of the trigger. (5) Any firearm that is prescribed to be a prohibited firearm. *(arme à feu prohibée)*

replica firearm: Any device that is designed or intended to exactly resemble, or to resemble with near precision, a firearm, and that itself is not a firearm, but does not

include any such device that is designed or intended to exactly resemble, or to resemble with near precision, an antique firearm. *(réplique)*

restricted firearm: (1) A handgun that is not a prohibited firearm. (2) A firearm that is not a prohibited firearm, has a barrel less than 470 mm in length, and is capable of discharging centre-fire ammunition in a semi-automatic manner. (3) A firearm that is designed or adapted to be fired when reduced to a length of less than 660 mm by folding, telescoping or otherwise. (4) A firearm of any other kind that is prescribed to be a restricted firearm. *(arme à feu à autorisation restreinte)*

secure locking device: A device that can only be opened or released by the use of an electronic, magnetic or mechanical key or by setting the device in accordance with an alphabetical or numerical combination; and that, when applied to a firearm, prevents the firearm from being discharged. *(dispositif de verrouillage sécuritaire)*

unattended: In respect of a vehicle, means that the vehicle is not under the direct and immediate supervision of a person who is 18 years of age or older or to whom a licence has been issued under the Act. *(non surveillé)*

unloaded: In respect of a firearm, means that any propellant, projectile or cartridge that can be discharged from the firearm is not contained in the breech or firing chamber of the firearm nor in the cartridge magazine attached to or inserted into the firearm. *(non chargée)*

vehicle: Any conveyance that is used for transportation by water, land or air. *(véhicule)*

Appendix D: Personal firearms inventory (example)

MAKE:

MODEL:

SERIAL NO:

FIREARM IDENTIFICATION NUMBER:

MANUFACTURER:

BARREL LENGTH:

CALIBRE / GAUGE:

REGISTRATION CERTIFICATE NUMBER:

PURCHASED FROM:

DATE OF PURCHASE:

VALUE:

DISTINGUISHING MARKS:

ACCESSORIES (case, grips, etc.):

Appendix E: Replica firearms

A replica firearm is designed or intended to exactly, or almost exactly, resemble a firearm, but itself is not a firearm. Under Part III of the *Criminal Code*, a replica firearm is a prohibited device. Owners of replica firearms do not need to have a firearms licence or a registration certificate. However, replica firearm owners must comply with the transportation requirements found in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*

Source: Section 84, Part III of the *Criminal Code*, Paragraph 117(*i*), *Firearms Act*

Appendix F: Reporting lost or stolen firearms, licences, etc.

Where a firearm or other weapon is lost or stolen, or a licence, registration certificate or authorization is lost or stolen—it must be reported.

A person commits an offence if after having lost a firearm, a prohibited weapon, a restricted weapon, a prohibited device, any prohibited ammunition, an authorization, a licence or a registration certificate, or having had it stolen, does not report the loss or theft with reasonable dispatch to a peace officer, firearms officer or Chief Firearms Officer (CFO).

Similarly, a person commits an offence, if on finding a firearm, a prohibited weapon, a restricted weapon, a prohibited device, or any prohibited ammunition, does not report the find, or deliver the item, with reasonable dispatch to a peace officer, firearms officer or CFO. This offence does not extend to documents, specifically an authorization, a licence or a registration certificate.

Commission of either offence is punishable on summary conviction or by indictment.

Source: Section 105, Part III of the *Criminal Code*

Appendix G: Visual range signals and devices

Flags or Signs: Typically a red flag flown at or near the entrance to the property. It serves to warn people that live fire may occur at any time and that shooters are actively using one or more ranges. Some clubs have individual "in use" flags for each range.

Down Range Activity Signals: Typically a red light, rope, or red flag at the entrance to the down range area. Red means stop! Do not go down range. A few clubs use a green flag or light to indicate it is safe to go down range. This display should NOT be visible from the shooting positions! Some ranges fly "down range" red flags to show it is NOT safe to discharge firearms; this is potentially confusing unless the flag cannot be seen by people in the down range area.

Shooting Line Activity Signals: Typically a red light, a red flashing light, a red flag, or a baffle clearly visible to the shooter when in the shooting position. Red means stop shooting! On some indoor ranges, the white lights that illuminate the firing line are dimmed and red illumination supplied. This display should NOT be positioned or used in a manner to be confused with the red signal at the entry to the down range area. Some ranges fly "down range" green flags to show that the range is safe for live fire; this is potentially confusing unless the flag cannot be seen by people in the down range area.

Appendix H: Gun collector

The *Firearms Act* recognizes that collecting firearms is a legitimate reason for owning firearms. The rules on gun collecting apply to restricted firearms and to "grandfathered" prohibited handguns with barrel lengths of 105 mm or less, or 25 and 32 calibre. In order to collect grandfathered handguns, an individual must have registered one such handgun as of December 1, 1998, and then continuously thereafter maintained a registration for one such handgun. In order to qualify as a gun collector, a person must:

- have knowledge of the historical, technical or scientific characteristics of the firearms that are part of a collection;
- give signed consent to periodic inspections of the area where the collection is stored; and
- comply with safe storage, display, handling and transportation standards.

When a person acquires a restricted firearm or prohibited handgun, or when he or she renews their firearms licence, the Chief Firearms Officer must determine whether the firearm is being acquired, or firearms already in possession are for the purpose of gun collection.

Source: Sections 67, 28 and 30, *Firearms Act*

Appendix I: Firearms licences

Under the *Firearms Act* anyone wishing to possess, borrow, buy, inherit or otherwise acquire firearms must have a valid Firearms Licence.

The *Firearms Act* and *Firearms Licences Regulations* set out the following types of individual firearms licences:

- Possession and Acquisition Licence (PAL);
- Minor's Possession licence;
- Non-resident Sixty-day Possession Licence (Borrowed Firearms); and
- Non-resident Firearm Declaration (Confirmation of Importation of a Firearm by a Non-resident).

Requirements for obtaining firearms licences are the same across Canada.

Possession and Acquisition Licence
This type of licence is required for anyone wishing to acquire firearms, whether for the first time or in addition to the firearms already owned. An individual must successfully complete the Canadian Firearms Safety Course and pass the tests to obtain the licence for non-restricted firearms. To obtain the licence for restricted firearms and/or prohibited firearms an individual must also successfully complete the Canadian Restricted Firearms Safety Course and tests. There is a minimum 28-day waiting period for this licence, unless the applicant already holds a valid PAL or Minor's Possession licence.

Appendix J: Transferring restricted and prohibited firearms

Sections 22 and 23 of the *Firearms Act* set out a number of conditions that must be satisfied by both parties involved in the transfer of a restricted or prohibited firearm before the transfer is authorized. In addition, there are a number of conditions that apply in the *Conditions of Transferring Firearms and Other Weapons Regulations*.

The following outlines the information that must be provided when individuals transfer (sell, barter, or give away) restricted or prohibited firearms.

Transferor's Obligations

An individual who wants to transfer a restricted or prohibited firearm must:

- be reasonably sure that the transferee does not have a mental illness which would give rise to public safety concerns;
- be reasonably sure that the transferee is not impaired by alcohol or drugs;
- require the transferee to show a valid licence which authorizes the transferee to acquire and possess restricted or prohibited firearms;
- be satisfied that the licence shown authorizes the transferee to acquire and possess restricted or prohibited firearms;
- inform a Chief Firearms Officer (CFO) of the transfer and obtain his or her authorization;
- ensure that the following conditions (subsection 2(1) of the *Conditions of Transferring restricted Firearms and Other Weapons Regulations*) are complied with:
    - provide the CFO with the transferor's and transferee's name and address;
    - provide the CFO with the transferor's and transferee's licence numbers; and
    - provide the registration certificate number of the firearm being transferred to the CFO.

Transferee's Obligations

In order for a transfer to be authorized, the individual to whom the restricted or prohibited firearms will be transferred must:

- hold a valid Posession and Acquisition Licence (PAL) for restricted or prohibited firearm;

- ensure that a new registration certificate is issued by the Registrar;
- for the transfer of restricted firearms and prohibited handguns (pre-December 1,1998) only:
    - inform the CFO why he or she needs to acquire the firearms (the protection of life, lawful profession or occupation, target practice or competition, or part of a gun collection); and
    - if the transferee is acquiring the firearm to form part of a gun collection, he or she will have to provide the CFO with:
        - information regarding his or her knowledge of characteristics which relate or distinguish the restricted firearms or handguns that he or she possesses;
        - signed consent to reasonably conducted periodic inspections of the area where the collection is kept; and
        - details of his or her knowledge of safe storage requirements for restricted firearms or prohibited handguns.
- for the transfer of either a restricted or prohibited firearm only, provide the CFO with the number of the registration certificate issued to him or her.

Before authorizing a transfer, the CFO must determine whether or not the transfer will affect the safety of others. If the transfer is authorized, the CFO will issue a unique transfer authorization number to both parties. Where transfers are completed by telephone, the transfer number provided to both parties will serve as a confirmation of the transfer and as a temporary registration certificate until a new registration certificate is sent in the mail. An Authorization to Transport will be issued by the CFO to the transferee.

Appendix K: Transferring a non-restricted firearm

On April 5, 2012, Bill C-19, ending the *Long-Gun Registry Act*, came into effect ending the requirement for a transferor of a non-restricted firearm to wait for confirmation of the Transfer approval prior to releasing the non-restricted firearm to the transferee. The transferor must be satisfied that the transferee is a holder of a valid PAL, with the proper privileges of acquisition, before transfer is finalized.

Sections 22 and 23 of the *Firearms Act* set out a number of conditions that must be satisfied by both parties involved in the transfer of a restricted or prohibited firearm before the transfer is authorized. In addition, there are a number of conditions that apply in the *Conditions of Transferring Firearms and Other Weapons Regulations*.

The following outlines the information that must be provided when individuals transfer (sell, barter, or give away) restricted or prohibited firearms.

Transferor's Obligations

An individual who wants to transfer a firearm must:

- be reasonably sure that the transferee does not have a mental illness which would give rise to public safety concerns;
- be reasonably sure that the transferee is not impaired by alcohol or drugs; and
- require the transferee to show a valid licence which authorizes the transferee to acquire and possess the particular class of firearm;

Transferee's Obligations

In order for a transfer to be authorized, the individual to whom the firearms will be transferred must:

- hold a valid Possession and Acquisition Licence for the particular class of firearm.

Appendix L: Course outline

Opening Module (Introduction to the Canadian Firearms Safety Course)

- Introduction to the course, course instructor and students
- Course objectives
- Student Handbook
- Firearms ACT
- Basic firearms terms
- The Vital Four ACTS of Firearm Safety and PROVE it safe pointers

Module 1: Introduction to Firearms

- Basic principles of how a firearm operates
- The evolution and development of firearms and ammunition
- Modern cartridges and their advantages
- The role of firearms in the history and development of Canada

Module 2: Muzzleloaders

- Types of black powder
- Parts of a muzzleloader
- Cleaning of a muzzleloader and safe loading procedures
- DOs and DON'Ts of muzzleloading
- Personal protective gear required when firing a muzzleloader

Module 3: Major Firearms Parts

- Major firearms parts and how they work
- The meanings of "safety on" and "safety off"
- The firing sequence of a firearm
- Non-restricted firearm types
- Modern non-restricted firearms actions
- Legislated classes of firearms

Module 4: Basic Firearm Safety

- The Vital Four ACTS of Firearm Safety
- PROVE it safe Pointers
- Basic firearm safety practices
- Secure locking devices

Module 5: Ammunition

- Rifling, calibre, gauge and bore
- Barrel data stamp
- Cartridge types, names, components and materials, and head stamp
- Shotgun barrels, gauge, types of slugs, shell types (fired and unfired), components and materials
- Various chokes and shotgun patterns
- Comparison of rifle cartridges to shotgun shells
- Shot sizes (correct shell size)
- Ballistics, dangerous ranges of common types of rifle and shotgun ammunition, trajectory of a bullet
- Hazards (misfires, hangfires, primer pops)
- Precautions and legislation (Safety Points to Remember)

Module 6: Operating Firearms

- Six basic firearms actions
- Safeties and action releases
- How to pick up a gun
- Safely loading each type of action
- Characteristics of repeating firearms

Module 7: Safe Handling and Carrying of Non-restricted firearms

- Personal safety protection
- Safety procedures and courtesy at the range
- Safe handling of firearms in vehicles
- Safe handling of firearms outdoors
- Safety precautions when shooting or hunting with a group
- Carrying positions

Module 8: Firing Techniques and Procedures for Non-restricted Firearms

- Anticipation of the possible results of a shot before firing
- Shooting positions
- Aiming firearms and sight alignment
- Breathing as it relates to shot release
- Trigger control
- Follow-through
- Target selection

Module 9: Care of Non-restricted Firearms

- Firearm servicing
- Firearm cleaning and maintenance
- Firearm cleaning materials
- Firearm cleaning procedures
- Cleaning a rifle from the breech to the muzzle
- Keeping ammunition clean

Module 10: Social Responsibilities of Firearm Owners/Users

- Awareness of the major causes of intentional misuse of firearms
- Importance of reporting the loss or theft of a firearm
- Importance of secure storage of firearms
- Firearm hazards and precautionary measures
- Social responsibilities and ethics
- Legal responsibilities
- Other duties of firearm owners/users

Module 11: Safe Storage, Display, Transportation and Handling of Non-restricted Firearms

- Legal classes of firearms, ammunition and devices
- Storage of non-restricted firearms
- Display of non-restricted firearms
- Transport of non-restricted firearms
- Handling of non-restricted firearms

Closing Module (Course closing)

- Review
- Conclusion

RESTRICTED SECTION

Opening Module (Introduction to the Canadian Restricted Firearms Safety Course)

- Introduction to the course, course instructor and students
- Course objectives
- Student Handbook
- Firearms ACT
- Basic firearms terms
- The Vital Four ACTS of Firearm Safety and PROVE it safe pointers

Module 12: Restricted Firearms Muzzleloader

- Types of black powder
- Black powder projectiles
- Operating muzzleloading firearms
- Safe loading black-powder muzzleloaders
- Cleaning muzzleloaders
- DOs and DON'Ts of muzzleloading
- Personal protective gear

Module 13: Restricted Firearms Ammunition

- Rifling and calibre
- Cartridge name on head stamp and barrel data stamp
- Rim-fire and centre-fire cartridge characteristics
- Sizes and types of handgun ammunition
- Identifying cartridge names
- Cartridge components and materials (examples of handgun bullets)
- Ballistics (dangerous ranges of common types of handgun ammunition)
- Trajectory (bullet path during flight)
- Hazards (hangfires, primer pops and misfires)
- Ammunition precautions and legislation

Module 14: Operating Handgun Actions

- Handgun actions (2 common types and other actions)
- Trigger functions (3 primary)
- Safeties (manual and built-in)
- Action releases
- General loading and unloading procedures
- Operating repeating firearms (revolver and semi-automatic actions)

Module 15: Firing Techniques and Procedures for Handguns

- Personal safety protection (sight, hearing, slips and falls)
- Safe and correct shooting positions (one-handed and two-handed stance)
- Aiming handguns (determining your "master eye")

Module 16: Fundamentals of Shooting with Restricted Firearms

- Sight alignment
- Controlled breathing as it relates to shot release
- Trigger control
- Follow-through
- Safety procedures (including rules and courtesy) at the range
- Safe target selection
- Importance of firearm servicing
- Reasons for regular cleaning and maintenance
- Firearm cleaning procedure
- Importance of keeping ammunition clean

Module 17: Safe Storage, Display, Transportation and Handling of Restricted Firearms

- Firearms, ammunition and devices (restricted and prohibited)
- Storage, of restricted firearms
- Display of restricted firearms
- Transport of restricted firearms
- Handling of restricted firearms

Module 10: Social Responsibilities of Firearm Owners/Users (from the non-restricted section)

- Awareness of the major causes of intentional misuse of firearms
- Importance of reporting the loss or theft of a firearm
- Importance of secure storage of firearms
- Firearm hazards and precautionary measures
- Social responsibilities and ethics
- Legal responsibilities
- Other duties of firearm owners/users

Appendix M: Class Record Sheet

Class # _____ Date: _____ To: _____

Instructor: _____ Location: _____

	Name	Attendance					Written Test (50)				Pract Test	Pass/ Fail
							1	2	3	4	50	P/F
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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17												
18												
19												
20												
21												
22												
23												
24												
25												

Appendix N: Course evaluation form

PART 1

For each of the topics listed below, circle the number on the **left t**o indicate how prepared you felt in accomplishing the objective **before** the course, and the number on the **right** to indicate how prepared you feel in accomplishing the objective **after** attending this course.

1 totally unprepared	**2**	**3** moderately prepared	**4**	**5** fully prepared

Before		**After**
1 2 3 4 5	Handle firearms and ammunition safely	1 2 3 4 5
1 2 3 4 5	Use firearms and ammunition safely	1 2 3 4 5
1 2 3 4 5	State firearms laws	1 2 3 4 5
1 2 3 4 5	Store firearms and ammunition safely	1 2 3 4 5
1 2 3 4 5	Display firearms safely	1 2 3 4 5
1 2 3 4 5	Transport firearms safely	1 2 3 4 5
1 2 3 4 5	Identify social and legal responsibilities of firearm owners/users	1 2 3 4 5

PART 2

1. Did the course cover the skills and knowledge you need? ☐ Yes ☐ No
If not, what changes would you suggest?

_____

_____

2. Did you find the course materials useful? ☐ Yes ☐ No
If not, what changes would you suggest?

_____

_____

3. How was the length of the course?

☐ Too short ☐ About right ☐ Too long

4. How was the ratio of lecture to discussion?

☐ Too much lecture ☐ OK ☐ Too much discussion

5. Please rate the instructor's facilitation skills by circling the appropriate numbers on the chart below.

	Low				High
a. Encouraging learning	1	2	3	4	5
b. Illustrating/Clarifying points	1	2	3	4	5
c. Questioning	1	2	3	4	5
d. Overall rating	1	2	3	4	5

6. What was of most value to you in the course? Why?

_____

_____

7. What would have made the course more effective?

_____

_____

8. Other comments?

_____

_____

RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE + GENDARMERIE ROYALE DU CANADA

CANADIAN FIREARMS PROGRAM

CANADIAN FIREARMS SAFETY COURSE

2014

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Mass Casualty Commission Exhibit

PREFACE

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COMM0053780_0002

Disclaimer

The improper use of firearms may result in serious injury. The material presented in this Handbook is intended to demonstrate the operation of firearms in accordance with safe handling techniques and an awareness of manufacturers' specifications and safety features.

The RCMP/CFP makes no warranties whatsoever, either express or implied, oral or written, in fact or by operation of law or otherwise, regarding the safety of any firearm or the use of any safety mechanism shown in the Handbook.

Individuals should use firearms in accordance with manufacturers' specifications and contact individual manufacturers as each model features different safety mechanisms and some of the techniques demonstrated might not be appropriate for certain firearms.

Ultimately, responsibility for firearm safety rests with the individual.

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Mass Casualty Commission Exhibit

INTRODUCTION TO THE CANADIAN FIREARMS SAFETY COURSE

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INTRODUCTION TO THE CANADIAN FIREARMS SAFETY COURSE

Overview

The Canadian Firearms Safety Course (CFSC) is designed to apply to the broadest possible spectrum of novice firearm users. Existing firearm safety courses across Canada have a proven track record in the reduction of firearm-related incidents. However, most of these courses have been designed and delivered for firearms use in a specific activity. The CFSC is an introductory firearm safety course intended for all new firearm users.

Individuals who wish to acquire restricted firearms must also pass the Canadian Restricted Firearms Safety Course (CRFSC) tests.

The Canadian Firearms Program

The Canadian Firearms Program (CFP) is administered by the RCMP/CFP, which works with provincial CFOs and many community partners across the country in implementing the *Firearms Act* and its Regulations, and other related legislation regarding firearms.

The goal of the CFP is the safe and responsible use of firearms, and it includes a range of activities directed toward achieving that goal such as the following:

- the **licensing** of all firearm owners and businesses;
- the delivery of the **CFSCs**;
- **public education** regarding safe storage, transport and use of firearms; and
- **import and export controls**.

Licensing, registration and other Program information are recorded in the Canadian Firearms Information System, a national database that is managed by the RCMP/CFP. Certain information is available to law enforcement agencies to help them prevent and investigate firearms incidents and crime, consistent with the public safety objectives of the *Firearms Act.*

Your personal information is carefully protected by the CFP, consistent with the *Firearms Act* and its Regulations, federal and provincial privacy laws and other applicable statutes.

If you have any questions about the CFP, please contact us at the following location:

Canadian Firearms Program	
Telephone:	1-800-731-4000
Fax:	613-825-0297
E-mail:	cfp-pcaf@rcmp-grc.gc.ca
Address:	Royal Canadian Mounted Police / Canadian Firearms Program Ottawa ON K1A OR2

You can also consult the *Firearms Act* and its Regulations directly via the RCMP/CFP website.

The RCMP/CFP wishes you the best in following the CFSC for the class(es) of firearm you wish to acquire and/or possess. Please note that all CFSC instructors and examiners must be designated by the CFO for the province or territory in which you are taking the course.

Course Objectives

Firearm owners have social responsibilities. By completing this course, you will be instructed on what these responsibilities are. You will learn how to do the following:

- handle firearms and ammunition safely;
- use firearms and ammunition safely;
- comply with firearms laws;
- store non-restricted firearms and ammunition safely;
- display non-restricted firearms and ammunition safely; and
- transport non-restricted firearms and ammunition safely.

The CFSC consists of two parts. One is classroom instruction. The other is learning the material in this Handbook. There will be both written and practical examinations. Successfully passing them will demonstrate the knowledge and skills you have gained in the course. Live firing exercises, however, are not offered as part of this course.

During the course, some topics are discussed and explored several times. This will help you learn and retain the content. Leaving anything out of the course will reduce the amount you learn. This applies to all assignments, exercises or examinations given by your instructor.

The course emphasizes safe storage, display, transportation, handling and use of non-restricted firearms, but safety depends on more than just safe physical actions.

Safe handling must include greater knowledge of the firearms themselves, ammunition, and the laws and regulations related to them.

Course Handbook

Safety also relies on your attitude about responsible handling and use of firearms. Pay close attention to the section on legal, ethical and social responsibilities. Your safety and that of the people around you depends on it.

This book is an essential part of the course. The other parts are the classroom lessons and practical exercises given by the instructor. Together, they will help you learn how to safely handle firearms.

This book contains the following elements:

- the **Vital Four ACTS** of firearm safety;
- a brief history of firearms;
- information on firearms and ammunition and how they work;
- instructions on how to pick up, handle and carry non-restricted firearms safely;
- descriptions of how to unload, load and fire non-restricted firearms safely;
- descriptions of firing positions;
- instructions on range safety;
- instructions on the care and cleaning of non-restricted firearms;
- examples of factors leading to firearm incidents and the misuse of firearms;
- a summary of ethics and laws affecting firearm owners and users;
- information on how to store, display, transport and handle non-restricted firearms safely;
- a glossary of firearm terms; and
- appendices.

This is an introductory course. More information and training are available on the various shooting sports from their own qualified instructors, associations and local clubs. We recommend you contact them directly for further details.

Do not hesitate to contact provincial/territorial or local authorities for more detailed information on firearms laws and regulations in your area.

Consult the ***Firearms Act*** and its Regulations or a firearms officer, for information on controls affecting firearm and ammunition manufacturers, dealers and museum operators.

The Vital Four ACTS of Firearm Safety

Your instructor will refer to many different safety rules and guidelines. Time and again, the instructor will return to four basic rules. Any time you hear of an incident occurring, you can be sure at least one of these rules has been broken. These rules are known as the **Vital Four ACTS**.

The first letter of each rule becomes a letter in the acronym **ACTS**. You may want to think of these rules as acts you must carry out.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe Pointers

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber(s).
	Verify the feeding path.
	Examine the bore for obstructions (visually or with a rod).

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

Legal Responsibilities

As a firearm owner and user, you have legal as well as social responsibilities. These responsibilities are laid out in federal, provincial/territorial and municipal laws and regulations. The table below describes a few of the regulations that come from each level of government.

Table 1. Some Legal Responsibilities of Firearm Owners/Users

Government Level	Example of Law or Regulation
Federal (e.g., *Firearms Act* and its Regulations, *Criminal Code*)	• All firearm owners need a valid firearms licence. • If you are the holder of a valid firearms licence, you must inform the RCMP/CFP within 30 days after you change your address. • Persons holding a valid Possession and Acquisition Licence (PAL) may borrow, buy, inherit or otherwise acquire the same class of firearm that he/she is licensed to own.
Provincial/Territorial (e.g., *Game, Fish and Wildlife Acts*)	• Some provinces/territories may require anyone who hunts with a non-restricted firearm to wear blaze orange clothing. • Some restrict shooting across or within a certain distance of roads or dwellings. • Some provincial/territorial laws may limit your use of motorized vehicles while hunting or shooting.
Municipal/County/Local (e.g., Noise, Nuisance, Zoning, By-laws)	• Some municipalities or counties may not allow the discharge of a firearm under any circumstances within their boundaries. • Some will regulate firing times and/or closeness to dwellings.

Other Duties of Firearm Owners/Users

a. A firearm owner/user must also keep informed about the laws and regulations affecting the use of firearms and ammunition.

b. Going beyond what the regulations require will increase your safety. Some suggestions are listed below:

- Keep an inventory of your firearms. Also keep any supporting documents such as photographs and owner's manuals. Store these documents in a safe place. This will help you describe any firearm that may be stolen or lost. It will also be easier for you to find your owner's manual and records of service or repair.
- Keep informed. Changes may occur in laws and regulations from time to time. This can happen whether at the federal, provincial/territorial or municipal level.
- Avoid advertising about the firearms in your home. You may be inviting theft.

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

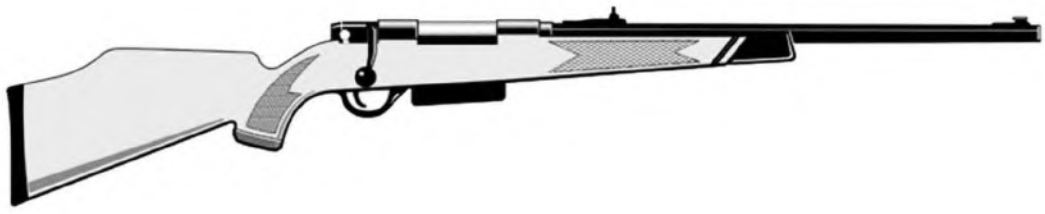
Every person who stores, displays, transports or handles any firearm in a manner contrary to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* is:

1. **guilty of an indictable offence and liable to imprisonment;**
   - in the case of a first offence, for a term not exceeding two years; and
   - in the case of a second or subsequent offence, for a term not exceeding five years; or
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 86(2) and (3) of Part III of the *Criminal Code*

Not all firearms laws are included in this Handbook. If you have any doubts about the regulations, or if you need more information, contact the following:

- The RCMP website: http://www.rcmp-grc.gc.ca/cfp-pcaf
- CFP at 1-800-731-4000



MODULE 1:
INTRODUCTION TO FIREARMS

MODULE 1: INTRODUCTION TO FIREARMS

1.1. The evolution of firearms

1.1.0. Overview

By all accounts and historical references, it is believed that the Chinese were the first to develop explosive powder. They used it in fireworks and rockets. It was also invented at about the same time by the English alchemist Roger Bacon (1214-1292).

1.1.1. Cannon

a. People in the Middle Ages quickly learned to use black powder to launch balls or projectiles from a cannon. They did this by igniting the powder behind the ball or projectile in a cannon (Figure 1).

b. The burning powder in the cannon produced rapidly expanding gas which forced the ball or projectile out of the open end of the barrel.

c. Today, black powder and substitutes are used in different types of firearms and for various purposes (e.g., hunting, target shooting).

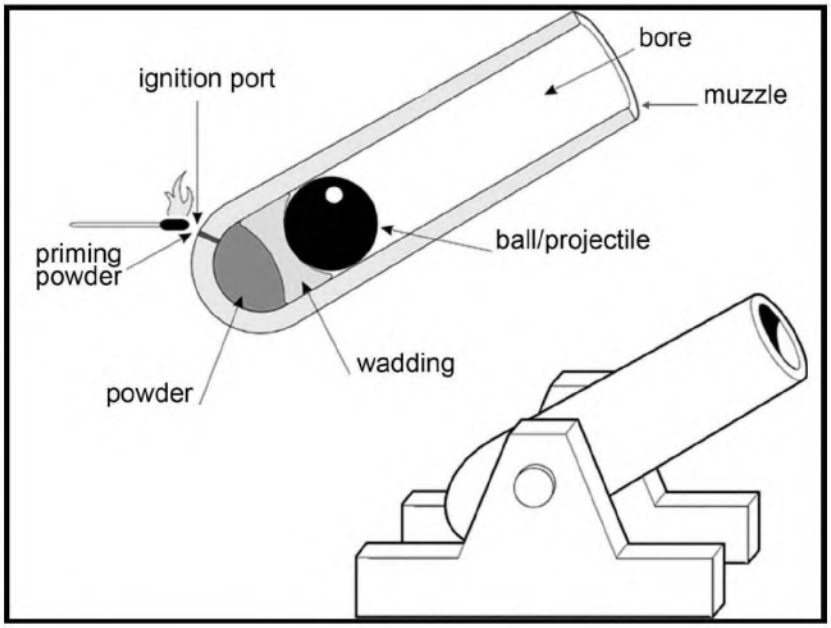


Figure 1. Cannon

1.1.2. Matchlocks

One of the earliest carried firearms was the matchlock (Figure 2). It was invented in the early 1400s. The matchlock made it possible for the user to aim and fire while holding the firearm with both hands, but rain or wind could put out the match/wick. In addition, the presence of incandescent particles near the powder could cause an incident.

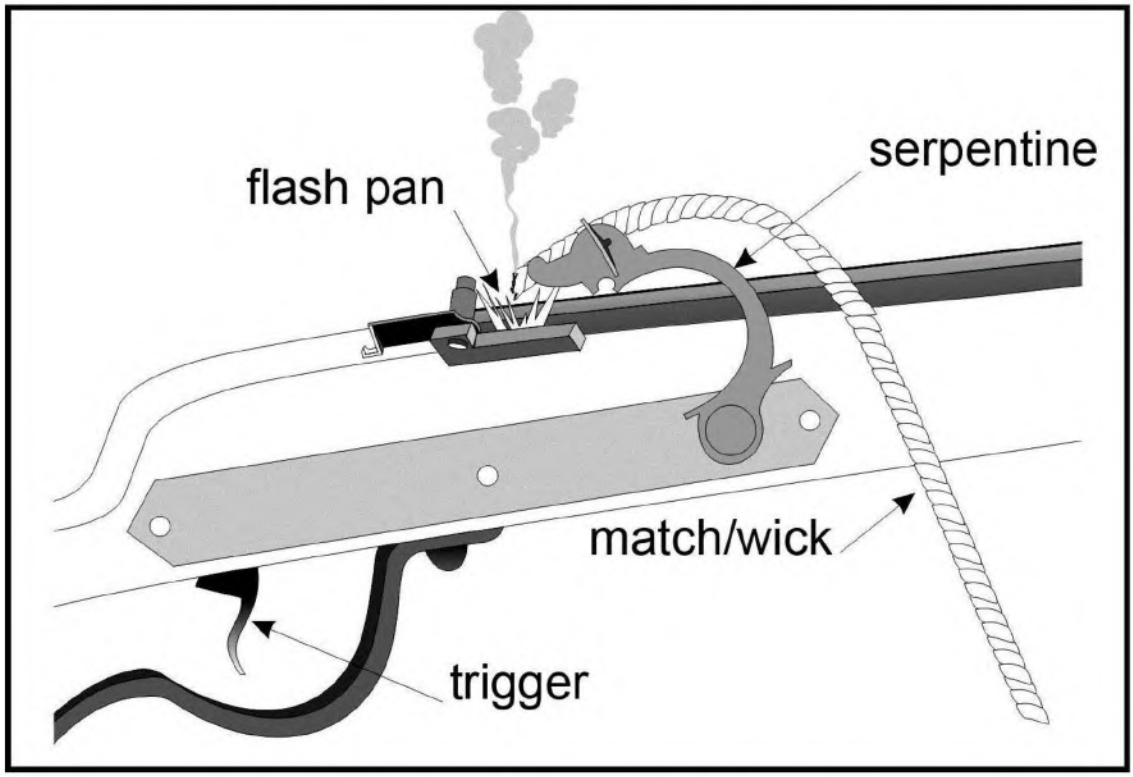


Figure 2. Matchlock Mechanism

1.1.3. Wheel locks

Two improved firing systems were developed in the 1600s. These were the wheel lock (Figure 3) and the flintlock (Figure 4). The wheel lock worked much like a modern cigarette lighter. The spring was wound up with a key. The wheel lock mechanisms were complex and expensive to make. Also, winding was slow and the spring often failed.

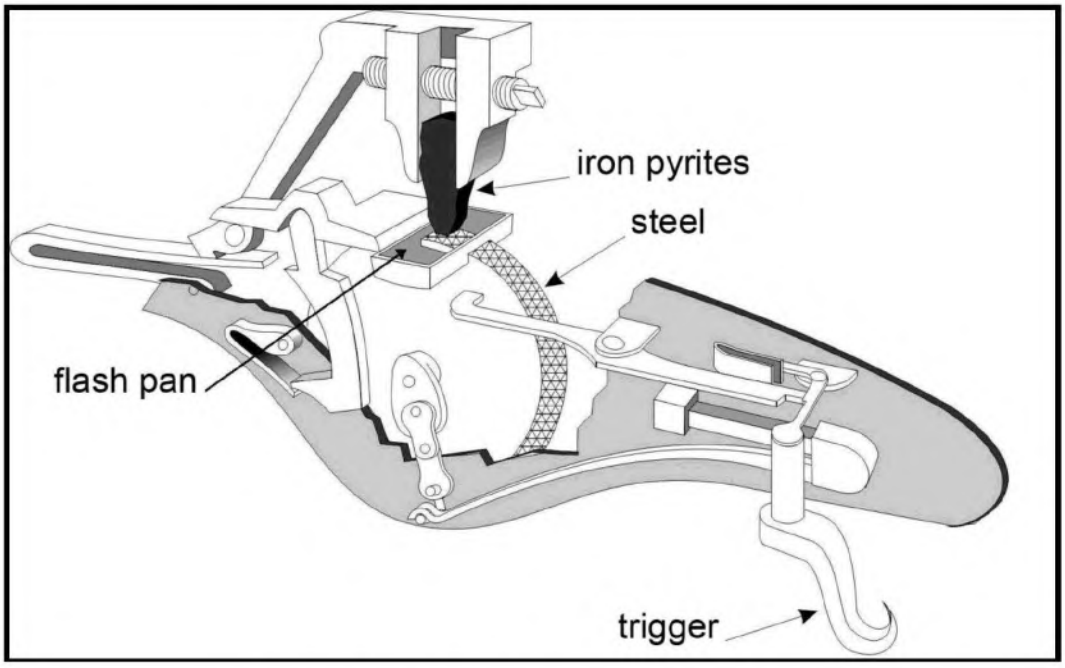


Figure 3. Wheel Lock Mechanism

1.1.4. Flintlocks

1. The flintlock (Figure 4) has an ignition mechanism similar to the wheel lock. It produced its spark by striking a flint against steel. Since it weighed less and was simpler and cheaper to make, it soon became more popular.
2. For centuries, flintlocks were the standard firearms (Figure 5). During this time, many improvements were introduced. One such improvement of the flintlock over the matchlock and wheel lock was the development of a more reliable ignition system.

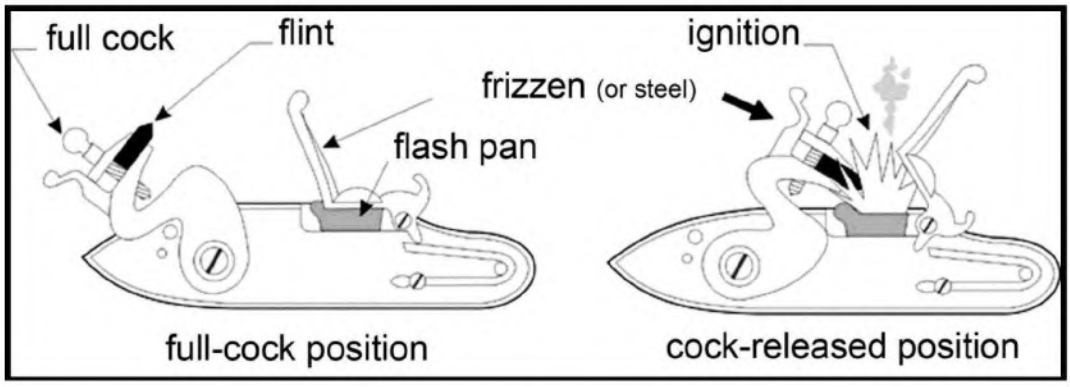


Figure 4. Flintlock Mechanism

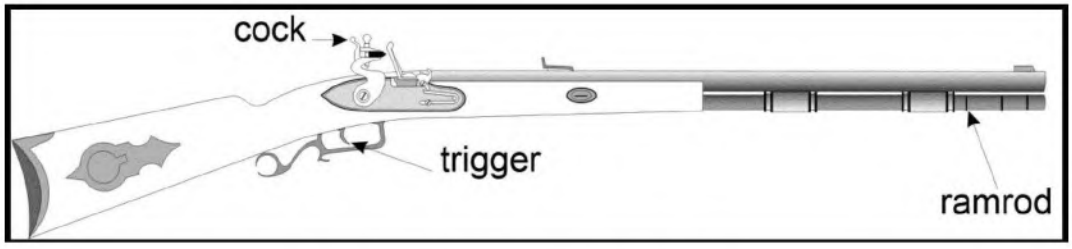


Figure 5. Flintlock Rifle

1.1.5. Percussion caps

The percussion cap (Figure 6) was developed in the early 1800s. It was a small metal case (cap) containing material that would explode when struck.

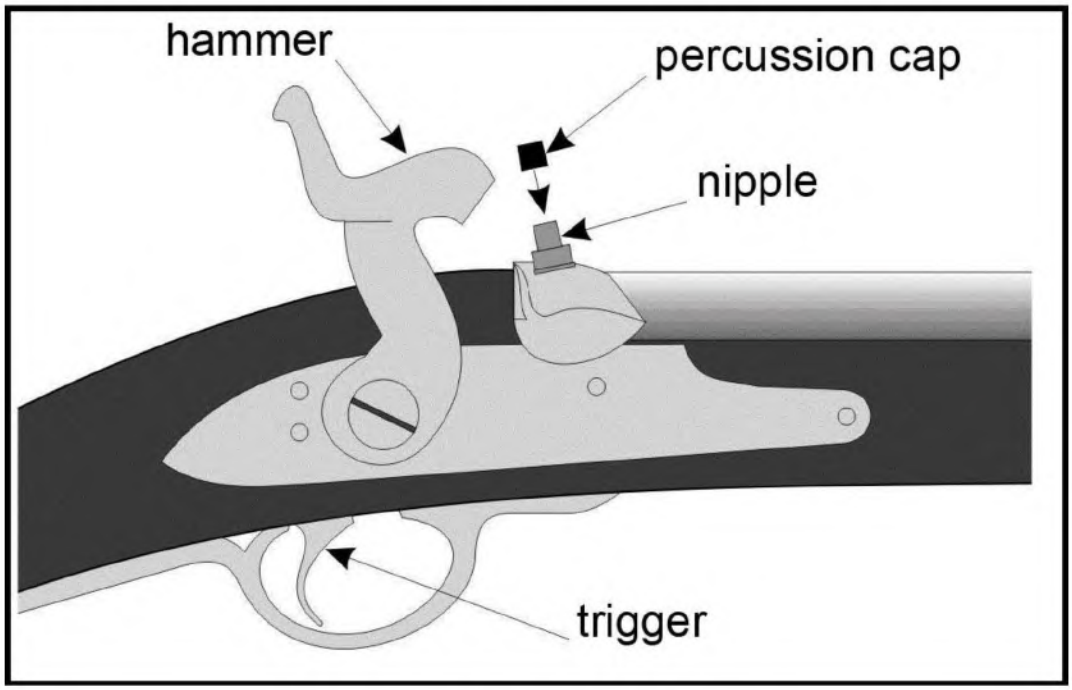


Figure 6. Percussion Cap

1.1.6. Evolution of Firearms

Table 2. Evolution of Firearms

Type (introduced)	Details ♦ Ignition System	Disadvantages
Matchlock (1400s)	• first hand-held muzzleloader ♦ • used a serpentine mechanism to plunge burning wick into the flash pan	• failed in wind and rain
Wheel lock (1600s)	• second hand-held muzzleloader ♦ • operates like a modern cigarette lighter	• mechanisms are complex and expensive to make • winding is slow and springs often fail
Flintlock (1600s)	• same as wheel lock ♦ • produced a spark by striking a flint against steel ♦ • a more reliable ignition system	• flints wear out or break • springs can fail
Percussion cap (1800s)	• first step of the evolution to first repeating firearms ♦ • a small metal case (cap) containing material that will explode when struck	• cap separates from powder and bullet

1.1.7. Cartridges

a. All early firearms were muzzleloaders. They loaded through the muzzle. But muzzleloaders were slow to reload. They were also limited to one shot per barrel.

b. Attempts were made to develop firearms that loaded from the back. They were called breechloaders. However, these early attempts failed because the expanding gases from the burning powder charge leaked back through the breech parts.

c. In the mid-1800s, various cartridge types were developed that made breech loading practical. Eventually, metal-cased cartridges similar to modern ones were created (Figure 7).

d. These cartridges contained the bullet or shot, the main powder charge and the primer, in one package. Pulling the firearm trigger caused the firing pin to strike the primer. The flash from the primer ignited the powder charge. The burning charge caused the cartridge casing to expand. This sealed the breech to prevent gas leakage. The expanding gas launched the projectile down the barrel.

e. Cartridges had at least four advantages:

    1. They were easily loaded into the breech.

    2. The expanding case prevented gas leakage.

    3. They were largely weatherproof.

    4. They were more reliable.

f. Cartridges called shells were developed for use in shotguns. These too contain one or more projectiles, powder and primer in one container. In addition, a wad separates the powder from the projectiles. The cartridge casing may be made from metals or other materials such as paper or plastic.

g. Metallic cartridges and shotgun shells were easy to manufacture. Loading firearms also became simpler. This made repeating firearms practical.

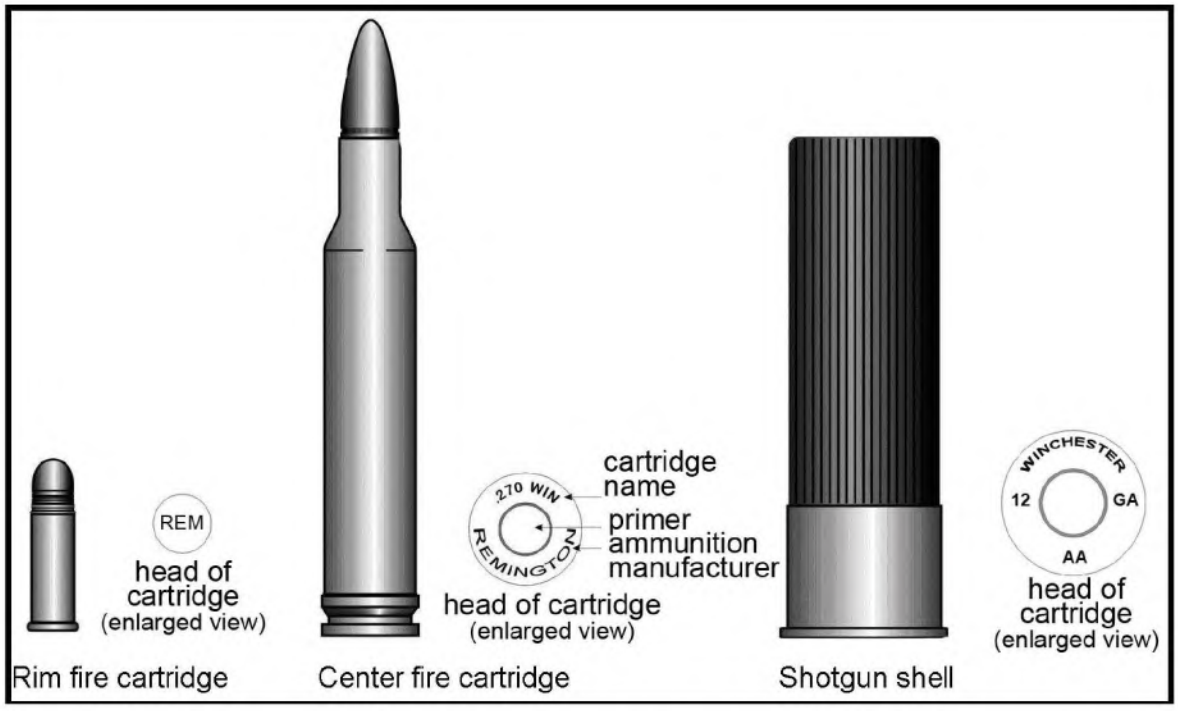


Figure 7. Examples of Modern Ammunition and Cartridge Head Stamps

1.2. Firearms in Canada

Since the 1500s, firearms have played a role in the history and development of Canada. They greatly expanded the range and effectiveness for hunting. People were willing to trade large quantities of furs for firearms and ammunition. Hunting provided a major source of food. It was often critical for survival, especially in poor crop years.

Later, the need for hunting to provide food became less necessary for most people for survival. However, many people today still rely on hunting as an important part of their lives.

Many have also turned to target shooting. Today, numerous shooting clubs and associations exist. Their members shoot various types of shotguns or rifles. A wide range of targets from clay to paper also exists.

There are also many gun collectors.

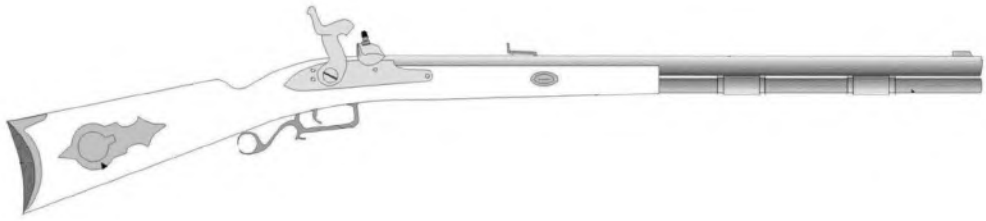
1.3. Review questions

1. List one of the advantages of modern cartridges.

2. What was the role of firearms in the development of Canada?

3. What is the role of the percussion cap in the firing sequence?

4. What is the name of the similar mechanism used in both the flintlock and the wheel lock?



MODULE 2:
MUZZLELOADERS

MODULE 2: MUZZLELOADERS

2.1. Types of black powder

Table 3. Types of Black Powder

Fg	Very coarse granules of powder. Used in larger bore muskets.
FFg	Finer granules than the Fg. Used in muzzleloading shotguns, big-bore rifles and single-shot pistols of .45 calibre and up.
FFFg	Finer granules than the FFg and the most common type. Used in nearly all cap and ball revolvers.
FFFFg	The finest granules, also called priming powder. Used only in priming pans. **Never use this type of powder as powder charge.**

Because of advancements in technology, some firearms are manufactured to handle either smokeless, black powder or black powder substitutes. It is emphasized that all individuals follow the manufacturer's instructions regarding powder types and safe loads. Please contact your local Black Powder Association for further information.

2.2. Muzzleloading firearms

2.2.0. Overview

a. Muzzleloading muskets, rifles and shotguns are still in use today. However, most modern muzzleloaders are reproductions of older designs (Figure 8).

b. This type of firearm is loaded through the muzzle. A measured amount of powder is poured through the muzzle into the barrel, followed by a patch and ball, bullet or shot. A hole located at the rear of the barrel just above the trigger allows a flash or spark to enter the barrel through the priming port and ignite the powder, firing the charge.

c. With flintlock muzzleloaders, the igniting spark is the result of the flint, held by the cock, hitting the frizzen. On percussion muzzleloaders, the flash is produced by the hammer striking a percussion cap.

d. Muzzleloading firearms use black powder or black powder substitutes. Black powder is classified as an explosive and is easily ignited by heat, friction, static electricity or a sharp blow and must be handled with **extreme care**. It is strongly recommended that individuals interested in muzzleloading seek additional training from qualified specialists in the field.

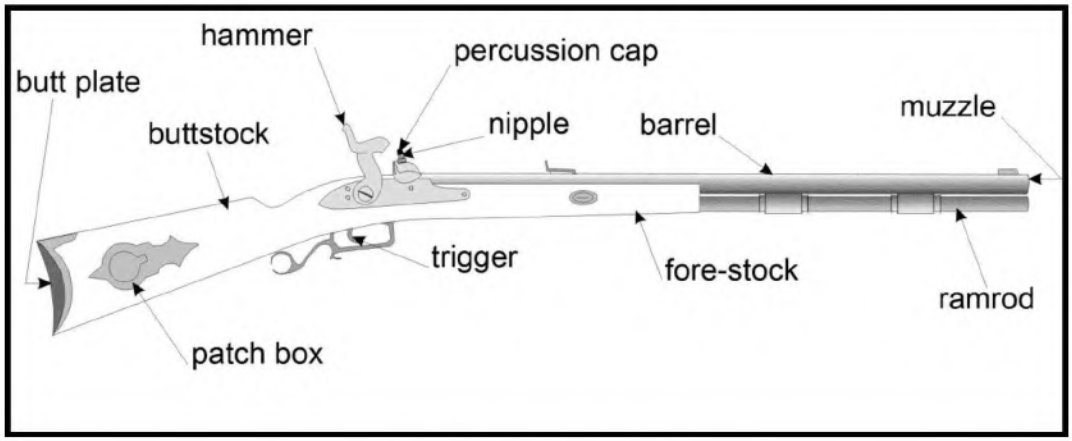


Figure 8. Muzzleloader

Older firearms should be inspected by a qualified gunsmith to be sure they can be fired safely.

2.2.1. Loading muzzleloaders

a. Today, most firearms for black powder use are reproductions of muzzleloaders. Older firearms may not be safe to fire and should be checked by a gunsmith before use.

b. If a muzzleloader is not primed to fire, it is safer to handle. To ensure that a muzzleloader is not primed to fire, do the following:

   1. Point the muzzle in the safest available direction and keep finger off the trigger and out of the trigger guard.

   2. Check that the hammer is **not** in full-cock position.

   3. Check for a percussion cap or see if the priming pan is primed.

   4. If the firearm is primed, remove cap or priming powder.

c. In addition, it is difficult to tell if there is already a charge loaded into the barrel of a muzzleloader. Experienced shooters mark the firearm's ramrod at a level that shows the bore depth when the bore is empty (Figure 9). When the marked ramrod is inserted into the barrel, it shows whether or not the firearm is loaded.

For other models of muzzleloading firearms, check with the manufacturer for specific safety features and information regarding the loading and unloading process.

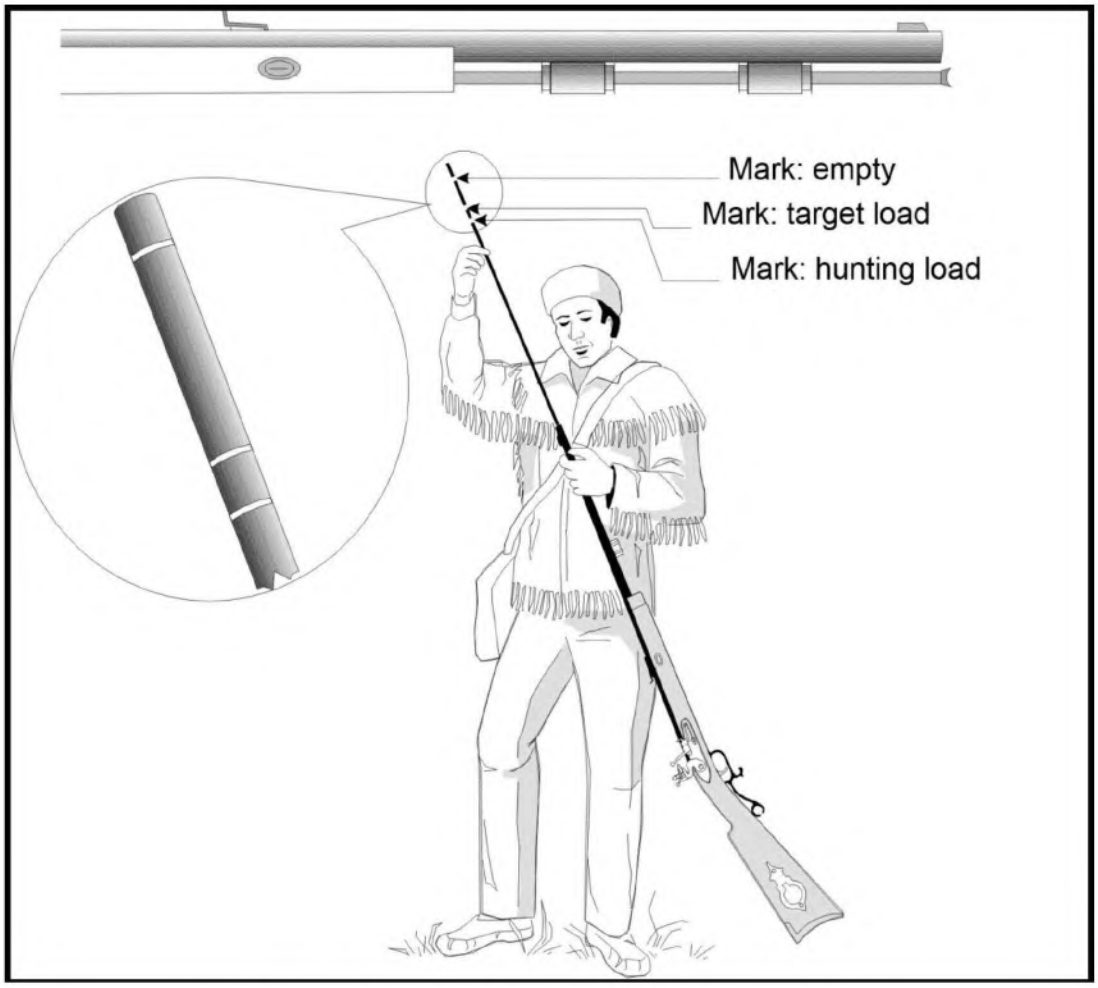


Figure 9. Correctly Marked Ramrod

In the case of muzzleloading firearms that have a safety catch, activate the safety catch before loading it. Prior to loading the firearm, use a cleaning rod with a fitted patch to check the gun bore and fire cap to ensure that nothing obstructs the chamber and gun bore. It is very important that the exact loading and unloading procedures are followed when handling muzzleloaders (Figures 10 and 11). Before attempting it, get the assistance of a qualified individual and carefully follow the instructions in your owner's manual.

CONSULT THE MANUFACTURER'S RECOMMENDATIONS.

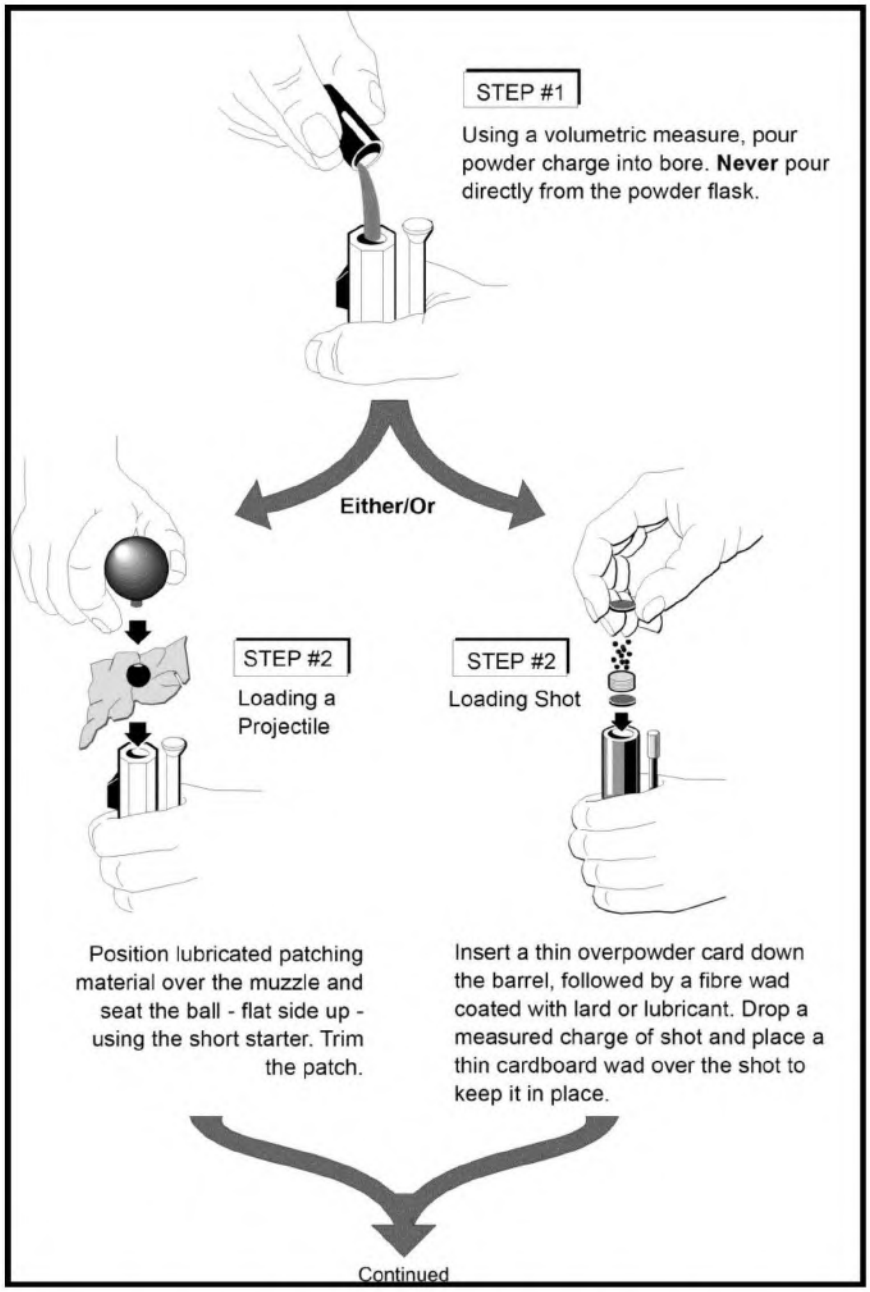


Figure 10. Loading a Muzzleloader

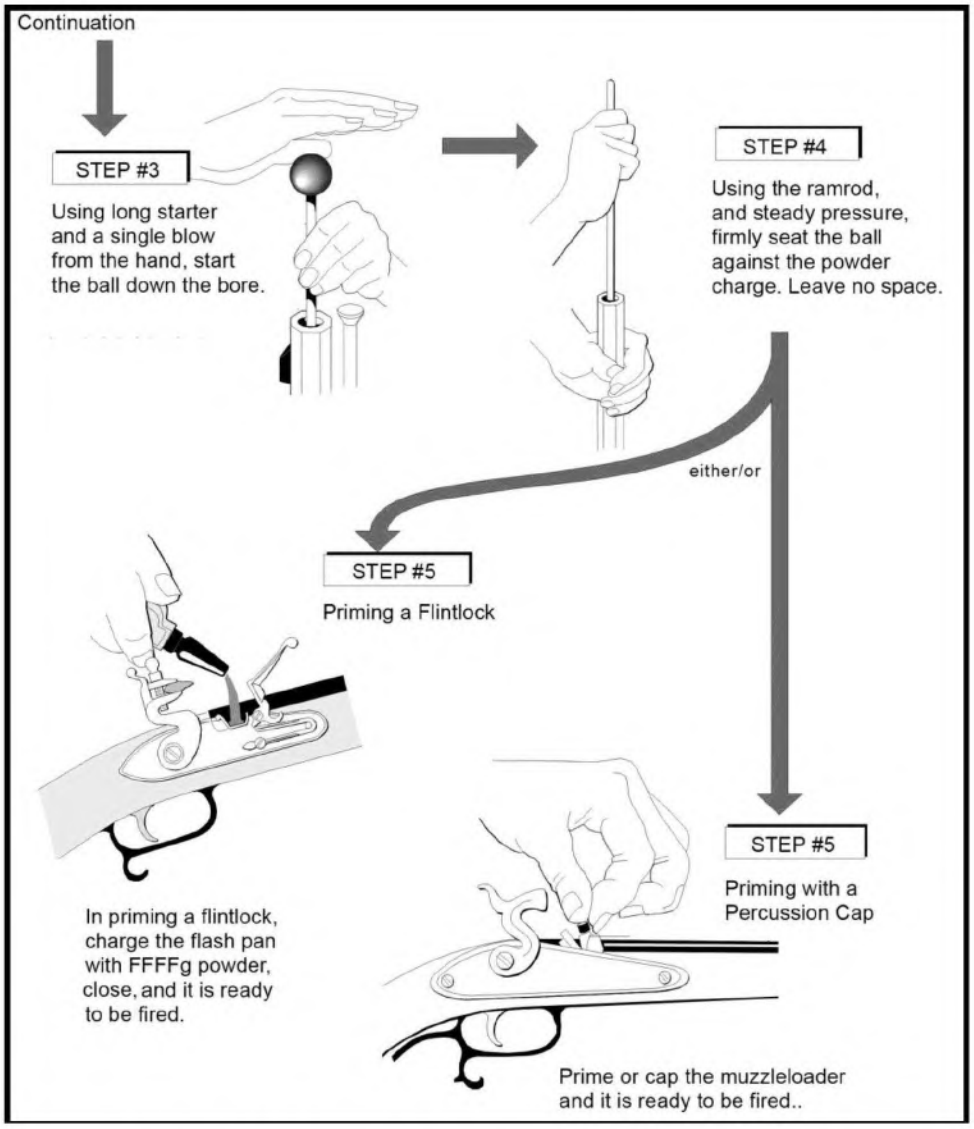


Figure 11. Loading a Muzzleloader *(cont'd)*

Always use the powder recommended for your muzzleloader. Never use smokeless powder in a muzzleloader. Never use black powder in a modern cartridge firearm not designed for it. Always use a volumetric measure to put powder into the muzzle; never pour directly from the main powder container. Under safe-storage regulations, black-powder firearms are considered loaded when powder and/or ball are in the barrel.

2.2.2 Cleaning a muzzleloader

a. ACTS and PROVE.

b. A black-powder firearm must be properly cleaned after every firing session. Black powder is very corrosive. It attracts moisture, which causes rust. Refer to the owner's manual.

c. Cleaning black-powder firearms improperly can result in carbon build-up in the barrel, which may cause **coking** (carbon accumulation). This condition may cause a glowing ember to remain after firing, resulting in a dangerous situation if the firearm is reloaded.

d. Use either commercial black powder cleaning solvent or hot, soapy water.

e. You will also need a ramrod with a cleaning patch attached. Use a rod as close to the bore diameter as possible.

f. Use wet patches to soften the dried powder.

2.2.3. DOs and DON'Ts of muzzleloading

- **Do** have old muzzleloading firearms dismantled, examined and declared safe by a qualified gunsmith before using them.
- **Do** handle the muzzleloader with the same respect due all firearms.
- **Do** use ONLY black powder or black powder substitutes (e.g., Pyrodex) in your muzzleloader.
- **Do** keep black powder far away from all cigarettes, matches/wicks or anything with an open flame, embers or anything that may cause sparks or heat.
- **Do** always use a powder measure to pour powder directly into the muzzle. Never use the powder horn or flask.
- **Do** carefully follow the manufacturer's recommendations for maximum powder charge.
- **Do** mark your ramrod to indicate when the barrel is empty and when it is loaded.
- **Do** wipe the bore clean of oil and excess grease **before** you load.
- **Do** make sure the ball or bullet is seated firmly on the powder charge.

- **Do** treat a misfire as a hangfire that could fire at any second. Wait at least 60 seconds with the firearm pointed in a safe direction.
- **Do** wear safety glasses and hearing protection during the firing sequence.
- **Do** reseat your second charge after firing and reloading a single barrel on a multiple-barrel black-powder firearm. Recoil can move the charge forward.
- **Don't** carry or handle a muzzleloading firearm with the hammer at full cock and primed unless you are ready to fire.
- **Don't** lean over or stand in front of the muzzle at any time.
- **Don't** load one barrel of a double-barrelled-muzzleloading shotgun unless the percussion cap on the nipple of the other barrel has been removed.
- **Don't** store a muzzleloader with powder in it.

Subject to provincial/territorial regulations, loaded muzzleloading firearms **may** be carried from one hunting ground to another if the firing cap or flint is removed.

Black powder is also used in some metallic cartridges for firearms specifically designed for their use. Care should be taken. Although they have the same name as a modern smokeless cartridge, they may not be interchangeable. Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.

2.3. Review questions

1. What type of powder is safe to use in muzzleloaders?
2. Is it safe to pour powder into a muzzleloader directly from a powder horn?
3. What component is used to check for a loaded chamber in a muzzleloader?
4. What is the wait time for a "hangfire" when using a muzzleloader?
5. List two items of personal protective gear that must be worn when firing a muzzleloader.
6. When do you cock the hammer during the loading and firing sequence of a muzzleloader?

MODULE 3:

MAJOR FIREARMS PARTS

Mass Casualty Commission Exhibit

MODULE 3: MAJOR FIREARMS PARTS

3.1. Major firearms parts

3.1.0. Overview

a. To use a firearm safely, you must know its parts and understand how they work. The following is a brief introduction to the parts of a firearm. Their functions are explained in more detail in MODULE 6: OPERATING FIREARMS ACTIONS.

ACTS	**A**ssume every firearm is loaded.

b. Modern firearms consist of three major parts: the barrel, the action and the stock (Figures 12 and 13).

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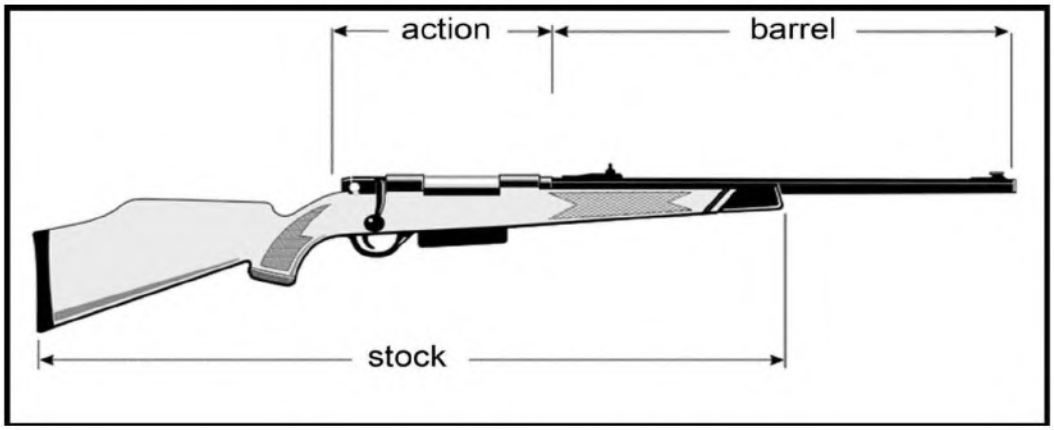


Figure 12. Bolt-action Rifle

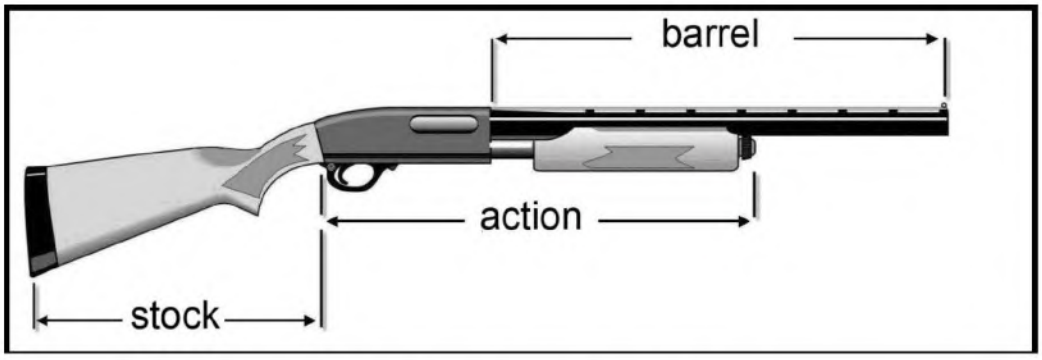


Figure 13. Pump-action Shotgun

3.1.1. Barrel

a. The *barrel* is a tube, typically made of metal. The bullet or shot travels down this tube when the firearm is fired.

b. Often, manufacturers identify cartridge information that is required for that firearm on the barrel—this is called the data stamp.

c. The opening at the end of the barrel from which the bullet or shot emerges is called the muzzle.

A**C**TS	**C**ontrol the muzzle direction at all times.

3.1.2. Action

The *action* contains the parts that do the following:

- chamber the cartridge;
- fire the ammunition; and
- eject the unfired cartridges and fired cartridge/shell casings.

3.1.3 Trigger

a. *Triggers, safeties* and *magazines* are all parts of the action.

b. The *trigger* releases the hammer or firing pin that fires the cartridge. The *trigger guard* is a rigid loop around the trigger made to protect it and prevent anything from unintentionally touching the trigger.

AC**T**S	**T**rigger finger must be kept off the trigger and out of the trigger guard.

3.1.4. Safeties

a. *Safeties* usually block some part of the action to prevent firing. Some firearms do not have safeties.

b. The safety should be **ON / SAFETY POSITION** whenever a firearm is loaded. It should only be moved to **OFF / FIRING POSITION** when required.

c. Some safeties may also act as decocking levers.

Never rely on the safety to prevent firing. A loaded firearm with the safety ON could still fire. All mechanical devices can fail—safeties can wear down and may not operate properly.

3.1.5. Magazine

a. The *magazine* is a device that holds cartridges in repeating firearms. The location of the magazine depends on the make and model of the firearm.

b. The magazine can be either fixed or removed.

3.1.6. Stock

a. The *stock* is the handle of the firearm. Most are made of wood or a synthetic material.

b. Stocks are designed to automatically align your finger with the trigger when you pick up the firearm. You must be ever cautious not to put your finger into the trigger guard or on the trigger of a firearm that you are picking up.

ACT**S**	**S**ee that the firearm is unloaded – **PROVE it safe**.

3.1.7. PROVE it safe

Table 4. PROVE it safe

	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber.
	Verify the feeding path.
	Examine the bore for obstructions.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

3.2. The firing sequence

Almost all modern firearms follow the same firing sequence (Figure 14):

1. A squeeze on the trigger releases the firing mechanism. This results in the firing pin striking the primer of the cartridge.
2. When struck by the firing pin, the primer explodes. This projects a flame into the cartridge body.
3. The flame from the primer ignites the powder. The powder burns and produces rapidly expanding gases.
4. The high-pressure gas drives the bullet or shot forward down the barrel.

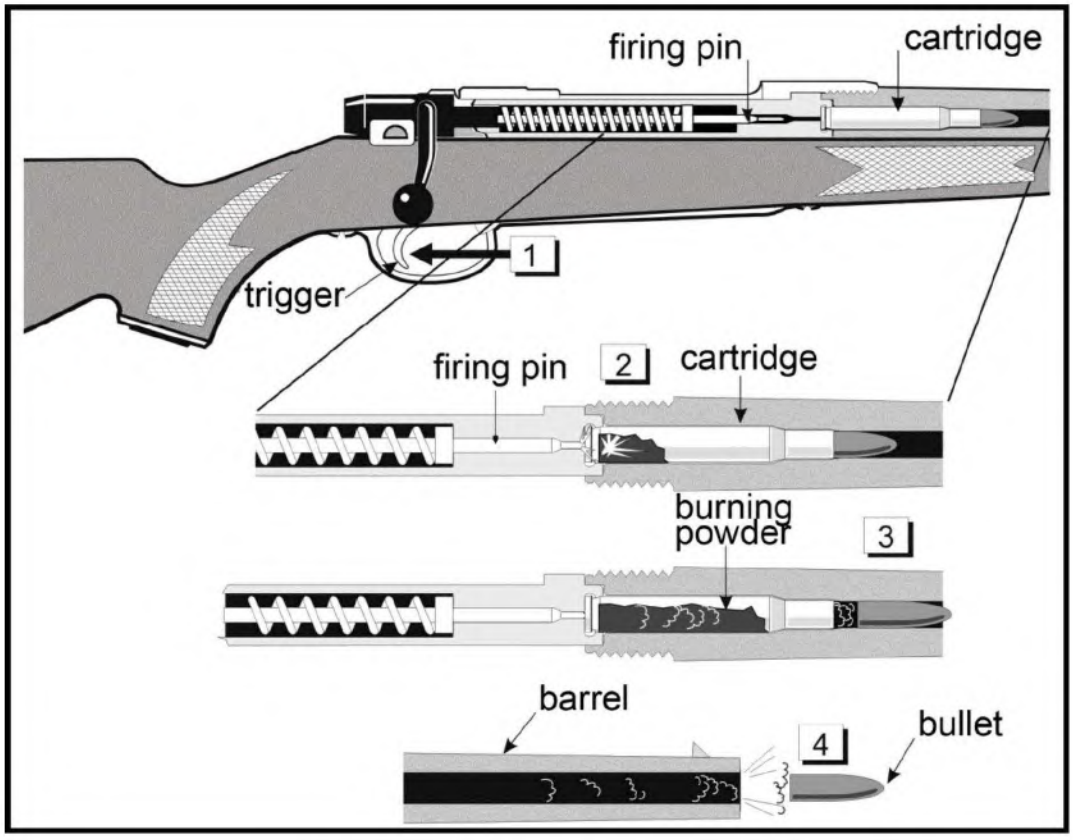


Figure 14. Firing Sequence

3.3. Action types

a. Firearms vary in design, depending on their purpose. Some are made for target shooting. Others are used for hunting birds or small game. Still others are for hunting big game.

b. The two common types of non-restricted firearms (long guns) are as follows:

- shotguns; and
- rifles.

c. The basic types of modern actions (Figure 15) used in these firearms are as follows:

- muzzleloader (percussion cap and flint) action;
- hinge (or break) action;
- bolt action;
- lever action;
- pump action; and
- semi-automatic action.

d. Some firearms have several barrels. Typically, these are shotguns or combination shotguns/rifles.

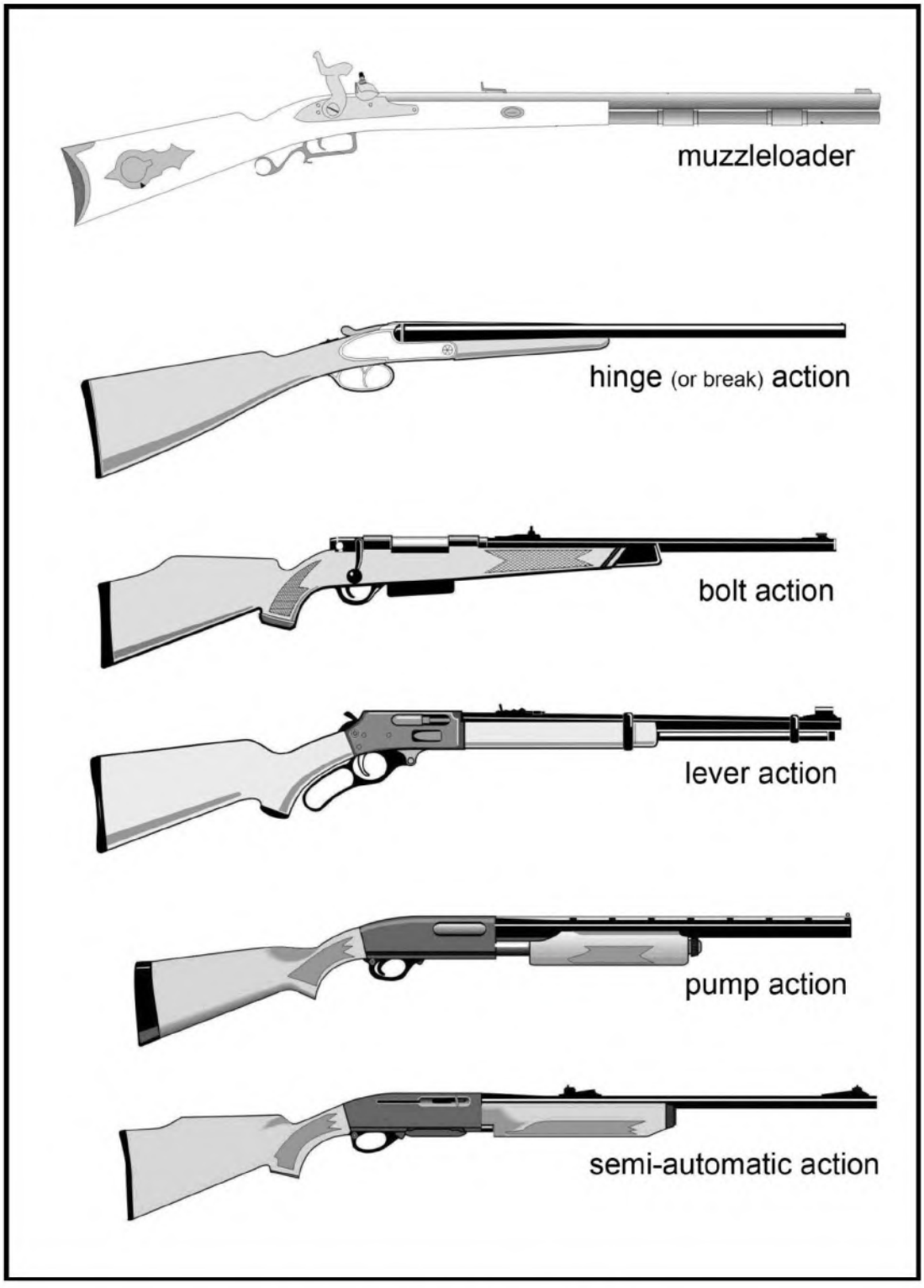


Figure 15. Action Types

3.4. Classification of firearms

a. The classification of firearms is as follows:

- Non-restricted;
- Restricted; and
- Prohibited.

b. Legal requirements for a particular firearm depend on the class to which it belongs. Prohibited firearms are subject to the most stringent controls, restricted firearms are controlled to a lesser extent and non-restricted firearms are the least regulated of the three classes.

c. Many air guns, due to their high power, are included in the provisions of the *Firearms Act* and its Regulations. For this reason, all air guns must be treated as firearms with respect to safe practices, such as the **Vital Four ACTS of Firearm Safety**. Some models are considered firearms and must be registered like regular firearms.

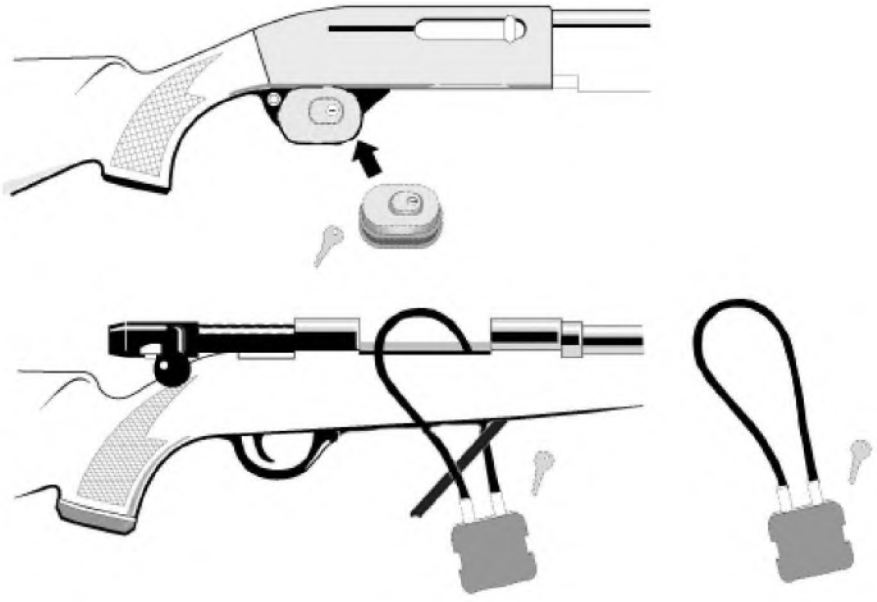
The Vital Four ACTS of Firearm Safety and PROVE apply to all classes of firearms.

3.5. Legal responsibilities

Various laws, regulations and restrictions govern your activities as an owner/user of a firearm. They set minimum standards of conduct, and you have both a legal and a social responsibility to understand and obey them.

3.6. Review questions

1. List three major parts of a non-restricted firearm.
2. Give the meanings of "safety on" and "safety off."
3. Explain the firing sequence of a firearm.
4. List the two common types of non-restricted firearms.
5. Identify the six basic types of non-restricted firearms actions.
6. List the three classes of firearms.
7. All air, spring or gas firearms must be treated like firearms and must apply ACTS/PROVE. True or false?



MODULE 4:

BASIC FIREARM SAFETY

MODULE 4: BASIC FIREARM SAFETY

4.1. Overview

Almost all firearm incidents can be prevented by following some basic safety rules. The most important of these are the **Vital Four ACTS of Firearm Safety** (Table 5) and **PROVE it safe** (Table 6). You may want to think of these rules as acts you must carry out.

Assume every firearm is loaded.

- Regard any firearm as a potential danger.

Control the muzzle direction at all times.

- Identify the safest available muzzle direction.
- Keep the firearm pointed in the safest available direction.
- The muzzle of a firearm should not be pointed towards yourself or any other person.

Trigger finger must be kept off the trigger and out of the trigger guard.

- Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.

See that the firearm is unloaded—PROVE it safe.

- Do not handle the firearm unless you can properly **PROVE** it safe.
- Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason.
- Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

Figure 16. The Vital Four ACTS

	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber.
	Verify the feeding path.
	Examine the bore for obstructions.

Figure 17. PROVE it safe

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

4.2. Basic firearm safety practices

4.2.0. Overview

While many safety practices have been incorporated into the ***Firearms Act*** and its Regulations, experienced firearm users often exceed those requirements by following some or all of the recommended safety practices listed in the following sections. These safety practices are summarized in Table 8 in Module 10.5. (For specific requirements on storage and transport, see MODULE 11: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS.)

4.2.1. Firearms and ammunition safety practices

Some of the safety practices are listed below:

- All firearms and ammunition under your control are your responsibility 24 hours a day.
- Firearms are safer when stored and transported under lock and key. Examples include trigger or cable locks, and securely locked containers.
- In many cases, you are required by law to have your firearm unloaded and properly locked. Be aware of what the law says about which firearms need to be locked and when.
- Keep firearms and ammunition out of sight during transport and storage. This will reduce the chances of theft. It will also prevent unqualified or unauthorized persons from using them.
- Ammunition and firearms must be kept away from unsupervised children. Unlawful storage of firearms is a criminal offence that can lead to tragedy and serious consequences for the person found to be responsible.
- Store firearms unloaded. Lock the firearm and the ammunition separately when storing them or lock them in a secure container, receptacle or room that cannot be easily broken into.

4.2.2. Load a firearm only for actual use

Some of the safety practices are listed below:

- A firearm should be loaded only when you intend to use it and where it can be safely and legally discharged. At all other times, it should be unloaded.
- At the firing range, load a firearm only when you have reached the shooting area and you are ready to shoot. Completely unload the firearm before you leave the shooting area.
- Always make sure a firearm is unloaded before you pass it to anyone or anytime it leaves your hands. Whenever possible, leave the action open.
- Never accept a loaded firearm from anyone.
- Never run with a loaded firearm. Never climb or cross an obstacle with a loaded firearm. Never jump a ditch with a loaded firearm.
- Never toss or drop a firearm across a ditch or fence.
- Do not lean loaded firearms against a vehicle, tree or wall. They could fall over and discharge.

- Transport only unloaded firearms by vehicle or boat. Many incidents occur as firearms are being stored or removed from a vehicle. The motion of the vehicle or boat can make you stumble or drop the firearm. Either way, it can fire unintentionally if it is loaded.
- Always unload a firearm before transport or storage. This prevents unintentional discharge if the firearm is bumped during transport. It also reduces the chances of unexpected firing by an unqualified user.

4.2.3. Be sure before you shoot

Some of the safety practices are listed below:

Always use your firearm in the safest manner possible. Be sure of your target and beyond before you shoot.

- **Always examine the bore for obstructions before loading.**
- **Always check that you are using the right ammunition. Use only the ammunition for which the firearm was designed. Carry only the type of ammunition you intend to shoot.**
- **Never rely on the firearm's safety. Safeties wear down and may not work properly. A loaded firearm may fire even with the safety on. All mechanical devices can fail.**

4.2.4. Be sure of your target and beyond

a. To be sure of your target and beyond, follow the recommendations below:

- Positively identify your target. Make sure it is exactly what you want to shoot.
- Do not shoot when in doubt. Never fire at a movement, a colour, a sound or a shape.
- Check that you have a clear field of fire.
- Check that the area behind your target is safe before shooting.
- Never use a scope as a substitute for binoculars to identify persons, animals or objects.

b. Always be aware of where your bullet or shot may end up. This is your responsibility. A bullet or shot may ricochet. It may also travel far beyond the target. If you are unsure, check the following recommendations:

- Never shoot if your bullet may hit a hard surface or water. Both can cause a bullet or fragments to ricochet in unsafe directions.
- Never shoot at a target near a building.
- Never shoot at a target on top of a hill.
- Only shoot when you are sure no one is ahead of you.

4.3. Secure locking devices

a. Secure locking devices (Figure 18) prevent a firearm from being fired. To work effectively, they must be installed properly. Please note that not all secure locking devices are compatible with each firearm.

b. In some cases, they are required by law (MODULE 11: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS). Several devices are available for this purpose. The most common are key and combination trigger locks, and chain or cable locks. All of these locks block operation. Check with a firearms dealer for a locking device best suited for your specific firearm.

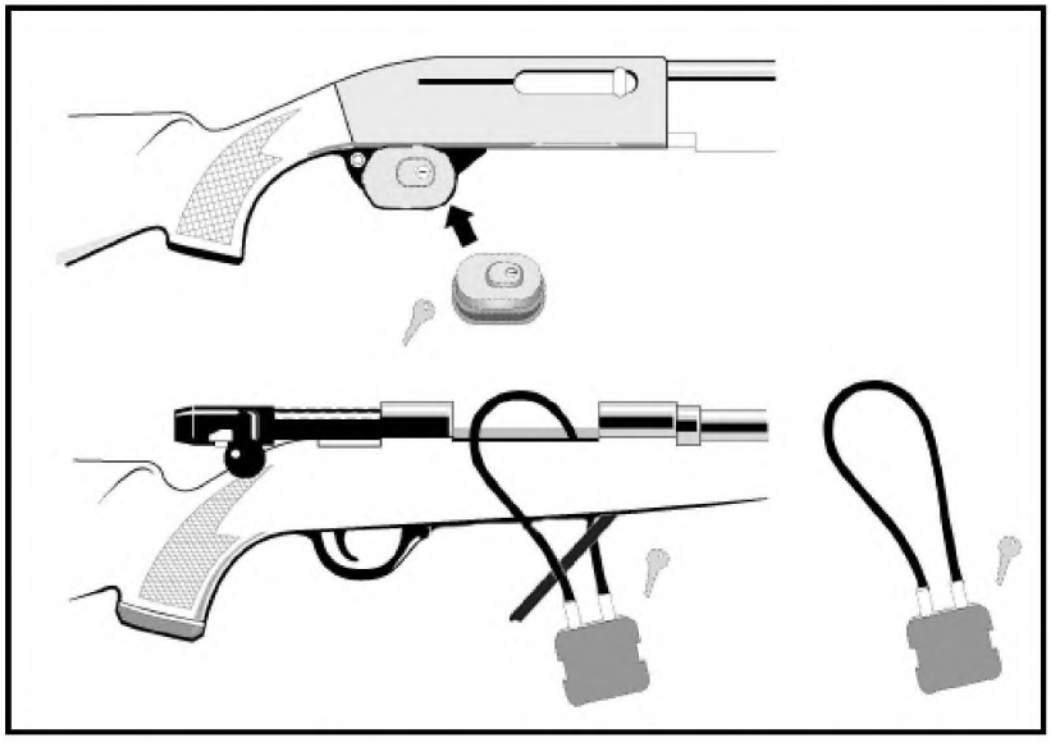
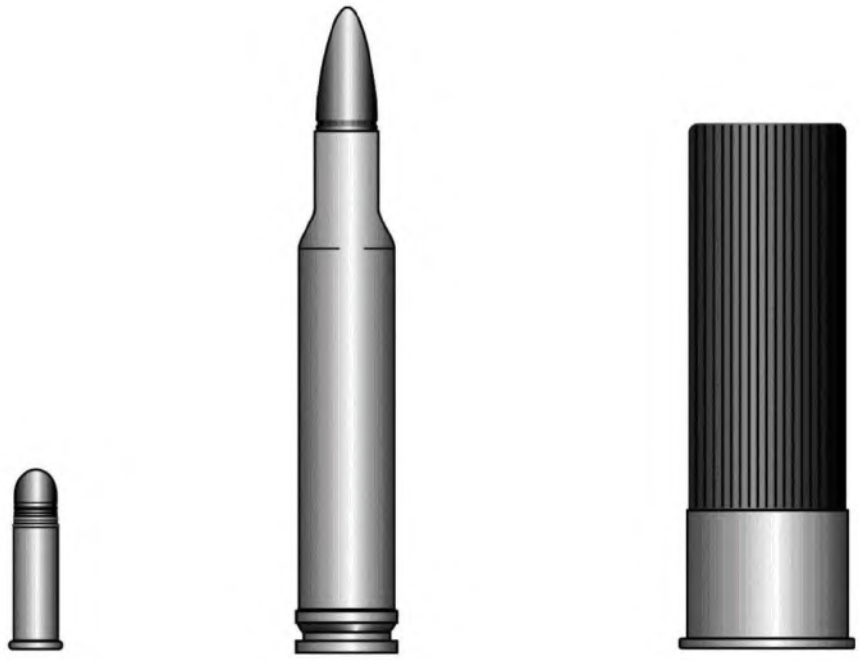


Figure 18. Various Firearm Locking Devices

4.4. Review questions

1. Describe four situations that constitute a dangerous background when shooting.
2. Should you use a scope to glass the terrain, locate and identify your target?
3. Can the safety mechanism on your firearm be relied upon?
4. Is it safe to accept a loaded firearm from a friend?
5. Is it best practice for three friends with different calibre rifles to transport their ammunition on the dash of a pickup truck?



MODULE 5:
AMMUNITION

MODULE 5: AMMUNITION

5.0. Overview

This module discusses rifle cartridges and shotgun shells. This will help you choose the right ammunition. You should only carry ammunition that suits the firearm that you are using and the target that you intend to shoot. This applies whether you are hunting or target shooting.

For more detailed information, consult a firearms vendor or a gunsmith.

5.1. Rifling

a. Rifled barrels have a series of spiral grooves inside the barrel. The ridges of metal between the grooves are called lands. The lands and grooves together make up the rifling (Figure 19).

b. Rifling makes the bullet spin as it leaves the barrel so that it will be stable in flight, thus making the bullet more accurate.

5.2. Calibre

a. Rifled firearms are sized by calibre. A calibre is a measurement of bore diameter in either thousands of an inch (Imperial) or in millimetres (Metric). Inch dimensions are usually measured from land to land, while metric dimensions are measured from groove to groove.

Always consult the data stamp on the barrel of your firearm to find out the exact name of the ammunition that fits it.

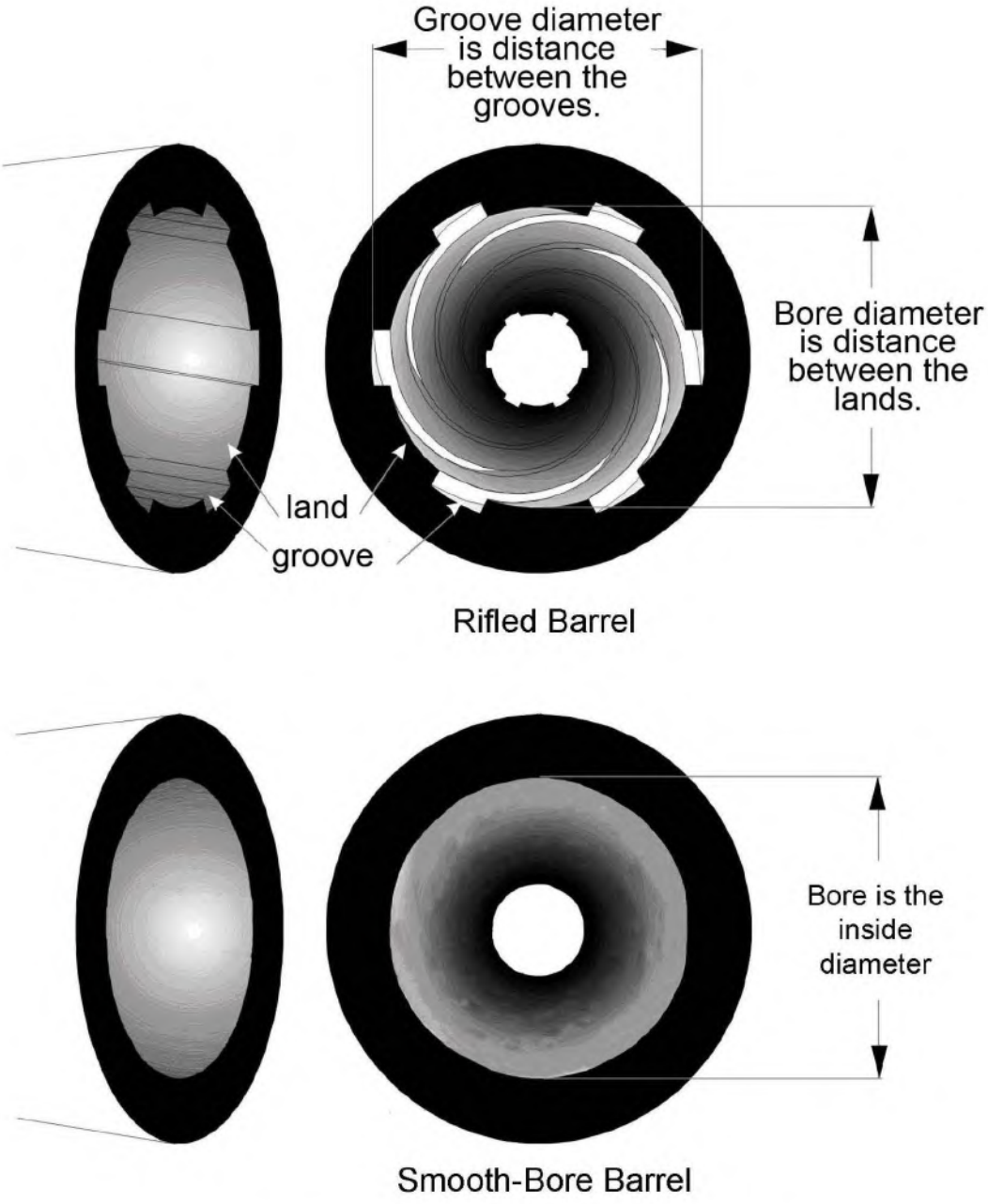


Figure 19. Rifled Bore and Smooth Bore

5.3. Cartridges

5.3.0. Overview

a. A cartridge is the ammunition used in a rifle or a handgun. Two kinds of cartridges commonly available are: rim-fire and centre-fire. These terms describe where the primer is located at the base of the cartridge casing. They also describe where the firing pin strikes (Figure 18).

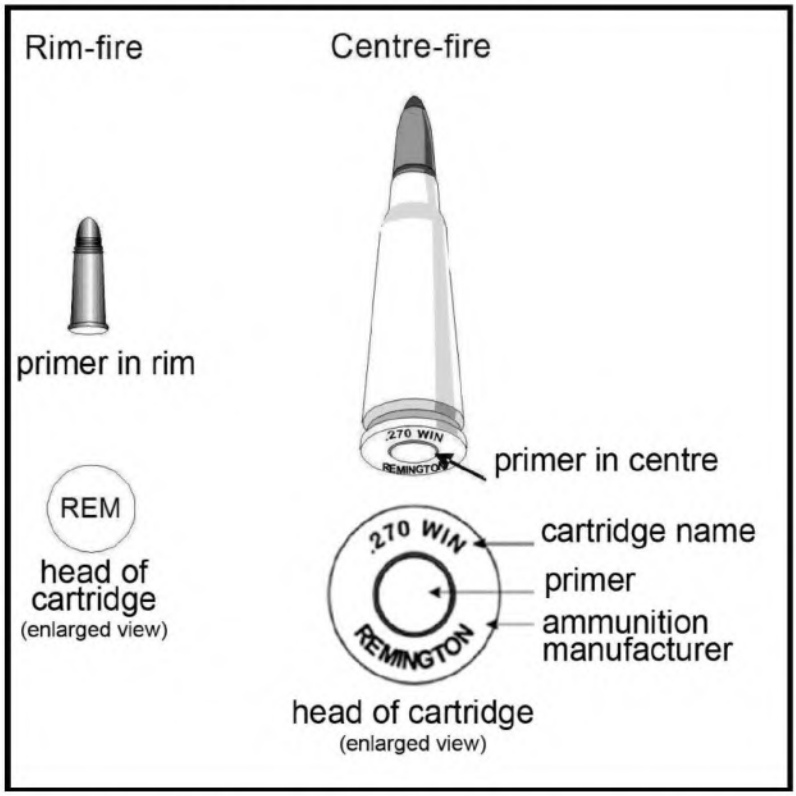


Figure 20. Examples of a Rim-fire and a Centre-fire Cartridge with Head Stamp

b. Manufacturers produce firearms of many calibres. **Always make sure the cartridge name on the "head stamp" matches the information on the data stamp**, if available, on the barrel of the firearm (Figure 20). This is the most important point to remember when selecting ammunition. Then, choose the right type of ammunition for your firearm and target. The right shape or weight of the bullet is an example. If in doubt, consult a firearms or ammunition vendor.

c. If there is no data stamp, take the firearm to a qualified individual. They can measure the chamber and advise on proper ammunition.

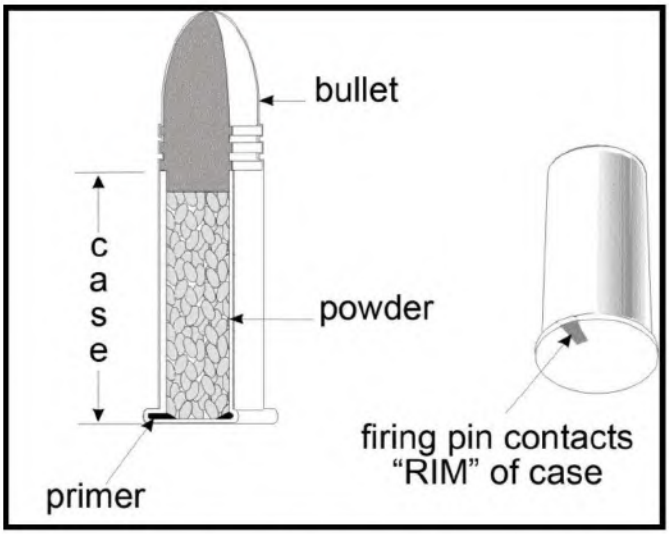


Figure 21. Rim-fire Cartridge

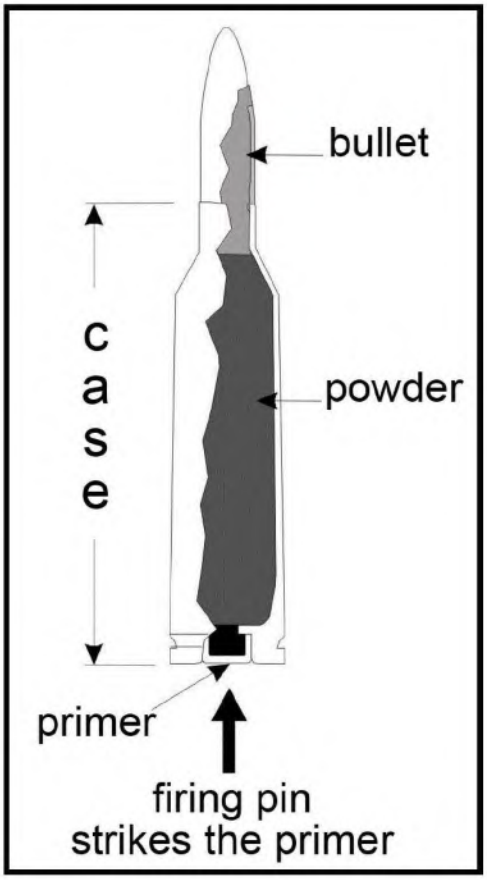


Figure 22. Centre-fire Cartridge

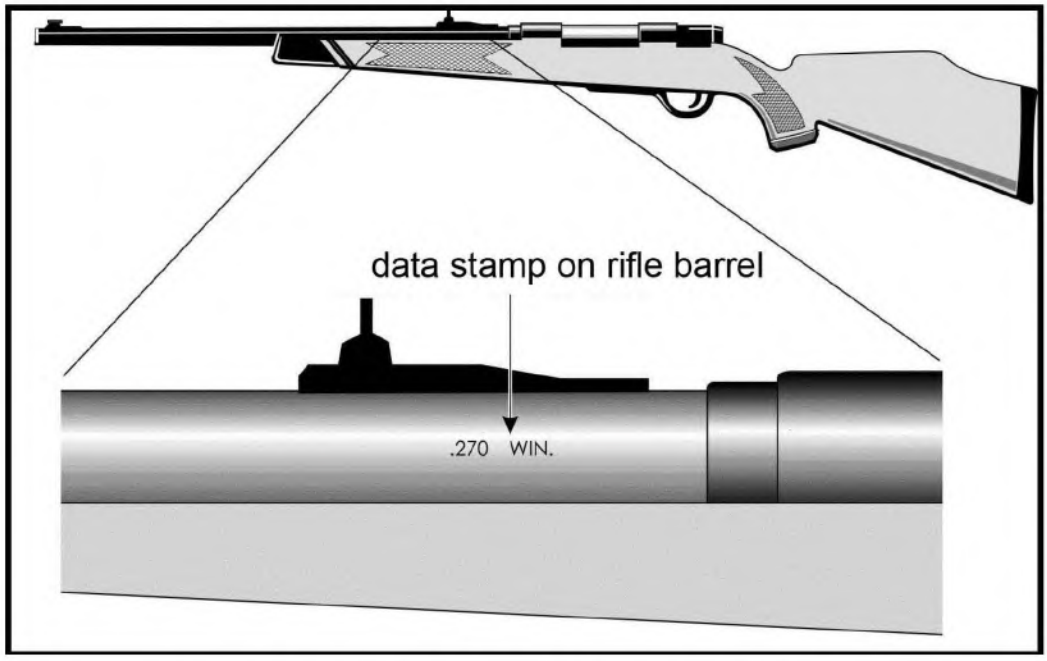


Figure 23. Example of a Barrel Data Stamp

Use caution when purchasing used firearms. Some firearms may not have a data stamp, or they may have an incorrect stamp. Some firearms may have been altered and the existing data stamp may be incorrect. They should be checked by a qualified individual before use.

If you are reloading your own ammunition, you must strictly follow the instructions and procedures outlined in the manuals provided for this process. Visually inspect all cartridge components for defects before loading.

d. Many firearm owners load their own centre-fire ammunition. This allows them to save money and create a high-quality product made specifically for their firearm and shooting conditions. If you load your own ammunition, you must rigorously follow the instructions and procedures indicated in the relating manuals.

e. Incorrectly loaded ammunition may cause the firearm to malfunction or jam. Malfunctions could lead to an incident. The firearm could explode and injure the shooter. Do not accept or use reloaded cartridges unless you know that they were made and reloaded correctly.

5.3.1. Cartridge components and materials

Ammunition varies in size, appearance and materials. Ammunition cartridges for rifles are made up of the four basic components described below (Figure 24).

Table 5. Cartridge Components and Materials

Figure 24. Centre-fire Bullet, Powder Charge, Case and Primer

1. The **bullet** is the projectile at the front end of the cartridge. It is propelled from the firearm when the powder burns. Usually, the bullet is made of lead, lead alloy or other dense material. It may also be covered by a jacket of a harder metal. When the nose of the bullet is covered in this manner, it may be referred to as a full-metal jacket, hard point or ball ammunition. If the lead is exposed at the front of the bullet, it is referred to as a jacketed soft point. Copper, gilding metal or steel are commonly used as jacket material.
   - Bullets come in a variety of sizes, shapes and weights (Figure 25). You must select the right combination for the target or the area where you plan to shoot.
   - Bullets for hunting often have a soft or hollow point. They are designed to expand on impact. This uses up most of the energy on the target.
   - Target bullets are often made from lead alloy.
2. The **powder charge** is a chemical compound inside the case. It is ignited to propel the bullet through the barrel.
3. The **case** holds all the other ammunition parts. It is usually made of brass. It could also be made of steel, copper, aluminum, or plastic in the case of shotgun shells.
4. The **primer** works in much the same way as a cap in a toy pistol. It contains a chemical mixture that explodes when the firing pin strikes it. This explosion ignites the powder charge.

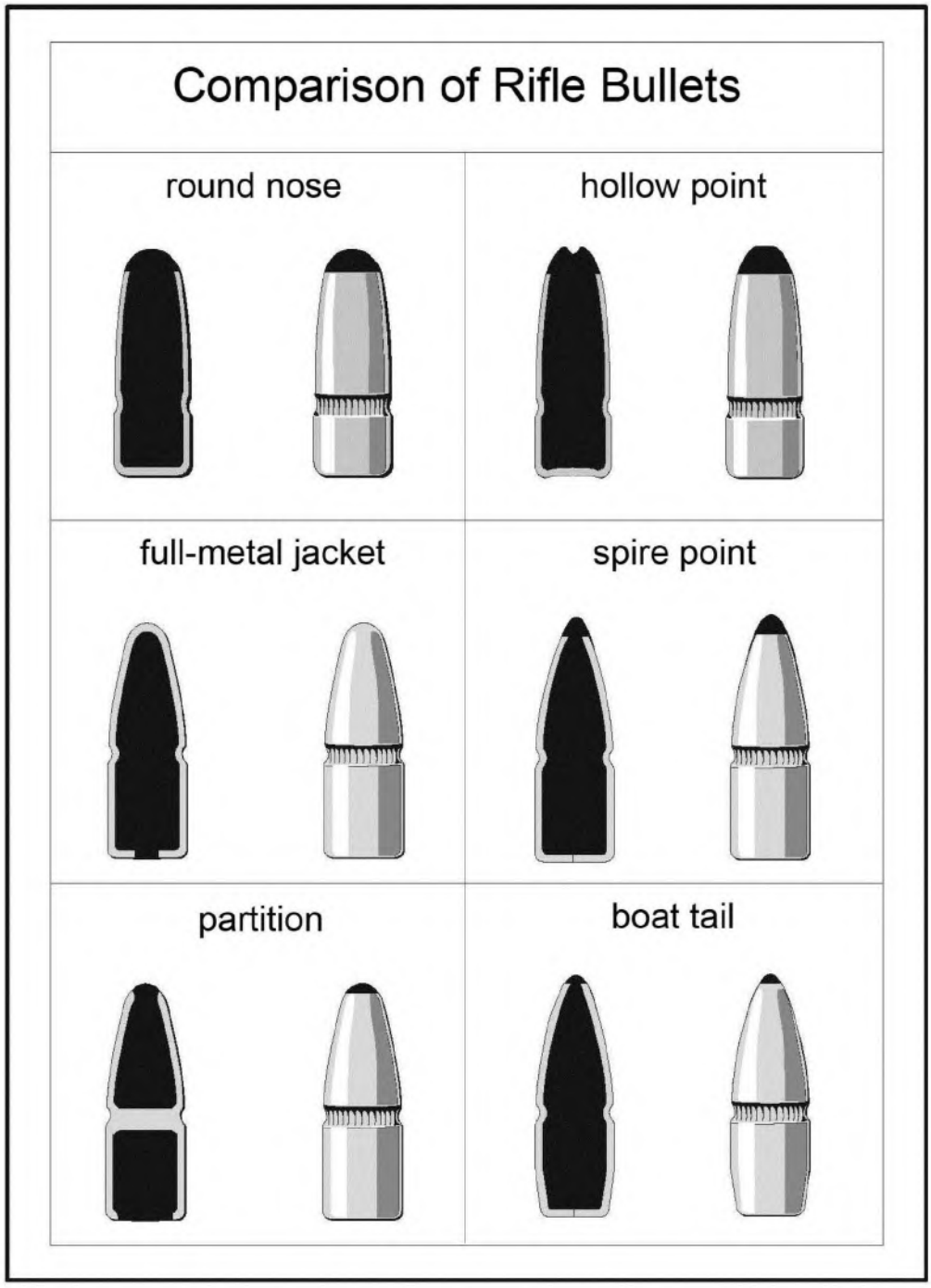


Figure 25. Comparison of Rifle Bullets

5.3.2. Types of cartridges

There are two basic types of modern cartridges: rim-fire and centre-fire.

a. **Rim-fire** ammunition's priming chemical fills the space inside the bottom rim of a thin brass or copper cartridge casing. The soft rim dents when struck by the firing pin. This crushes the priming compound. It explodes, and this ignites the powder (Figure 21).

- Popular modern rim-fire cartridges are .22 calibre or .17HMR. The most common is the .22 cartridge. It is available in BB, short and long rifle; however, it is not interchangeable with the .22 magnum cartridge. Be sure to use the correct ammunition for your specific firearm.
- Rim-fire cartridge bullets generally are made of lead. They are lubricated with grease or special waxes that reduce the build-up of lead in the rifle barrel. In some cases they can be encapsulated in copper that's a full-metal jacket (i.e., .17HMR).

Dry firing any firearm can damage the firearm. Dry firing means to initiate the firing sequence without a cartridge in the chamber.

b. **Centre-fire** ammunition (Figure 22) is used for higher power firearms. The primer is located at the centre of the base of the cartridge case. The firing pin strikes the primer. This explodes the priming compound. This in turn ignites the powder charge.

5.3.3. Cartridge names

a. There are various ways of identifying or "naming" cartridges. Some cartridges have several names. The cartridge name, or an abbreviation of it, is stamped on the head of the case. It is also found printed on the ammunition manufacturer's box (Figure 26).

b. Historically, cartridge names contained their approximate calibres. Calibre refers to the diameter of the bore. Calibre may be measured in thousands of an inch or in metric.

c. Currently, modern firearms include the length of the cartridge casing in the description of the cartridge to identify the name of the ammunition that the firearm is designed to use. This is done to tell the difference between cartridges having the same calibre but different cartridge casings. **For example, cartridges with different names are not interchangeable (.303 Savage and .303 British, 7-mm Mauser and 7-mm Remington Magnum, .300 Savage and .300 Win Mag).**

d. A manufacturer may choose to make a firearm or ammunition in a cartridge originally made by another manufacturer, and as a result, confusion can occur. For example, you can use a Remington rifle to fire a .300 Winchester Magnum cartridge made by the Federal Cartridge Company.

e. The head stamp includes very valuable information, such as the cartridge name. It may also tell you the following:

- the calibre
- the manufacturer; and
- Whether the ammunition is regular or magnum and any other relevant details.

f. Always read the cartridge name. It is the only way to be sure that the cartridge matches the firearm. If in doubt, check with a gunsmith or gun shop.

g. The term magnum comes from the description of a large bottle of wine. It was first applied to large bottleneck cartridges that produced greater power than was the normal standard for that calibre. Today, it is more a marketing term than a technical term, but is an important part of the name.

Some ammunition may not have a cartridge name head stamp, such as rim-fire cartridges. Also, some privately reloaded ammunition may no longer match the original stamp. Whenever possible, refer to the information on the ammunition box. If in doubt, have any such ammunition checked by a qualified individual before you use it.

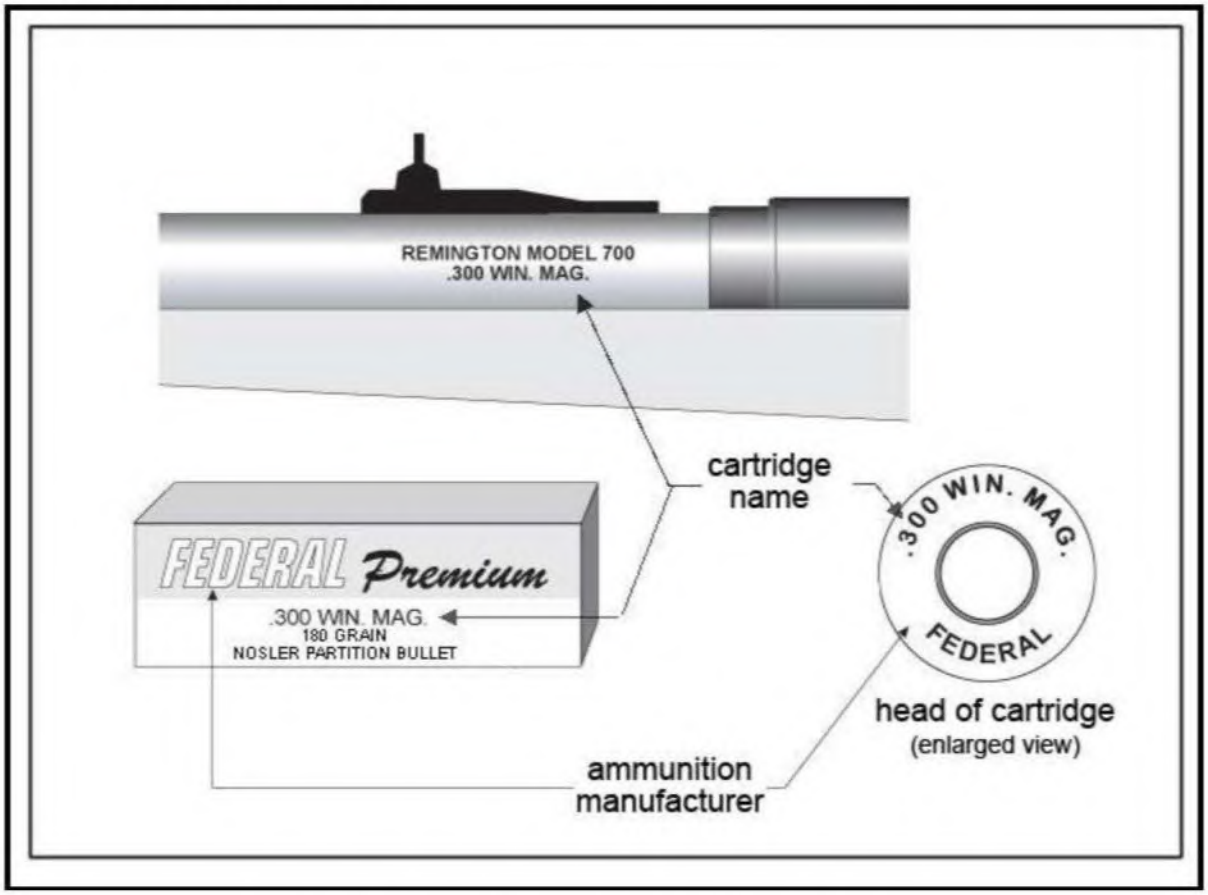


Figure 26. Data Stamp on Rifle Barrel

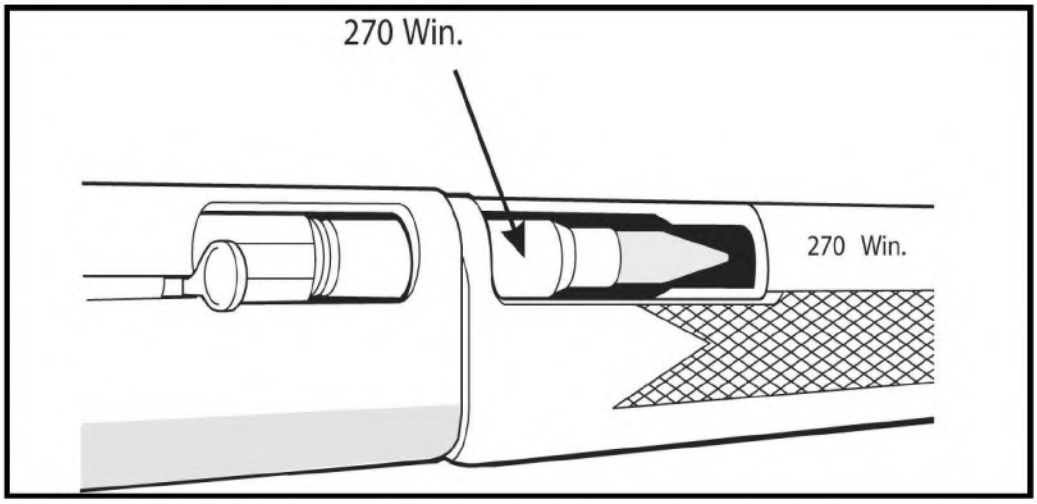


Figure 27. Cut-away of Ammunition Being Chambered in a Barrel

5.4. Shotgun barrels

a. The use of smooth slugs, rifled slugs, and slugs contained in a sabot or plastic sleeve, is becoming more common in modern shotguns (Figure 28). This allows shotguns to fire single projectiles (bullets).

b. Some shotguns were manufactured with adjustable chokes. Modern shotguns are made with interchangeable choke tubes. On these models, the choke can be changed simply by unscrewing a removable tube at the muzzle of the barrel and replacing it with another tube with a different choke.

c. A shotgun with interchangeable chokes or barrels can be used for skeet or clay target shooting, migratory waterfowl, upland game birds and large game hunting, depending on the ammunition used and the regulations in the area.

d. The rifled barrel is becoming popular. The rifled barrel provides the options of using a smooth slug, a rifled slug or a sabot slug. The rifled barrel is designed to make the projectiles spin as they leave the muzzle. This makes them more like a normal rifle bullet, increasing accuracy and useful distance.

e. Rifled shotgun barrels are identical to a normal rifle barrel except that they have the bore diameter of the gauge of the shotgun. This has resulted in better accuracy and new uses for shotguns.

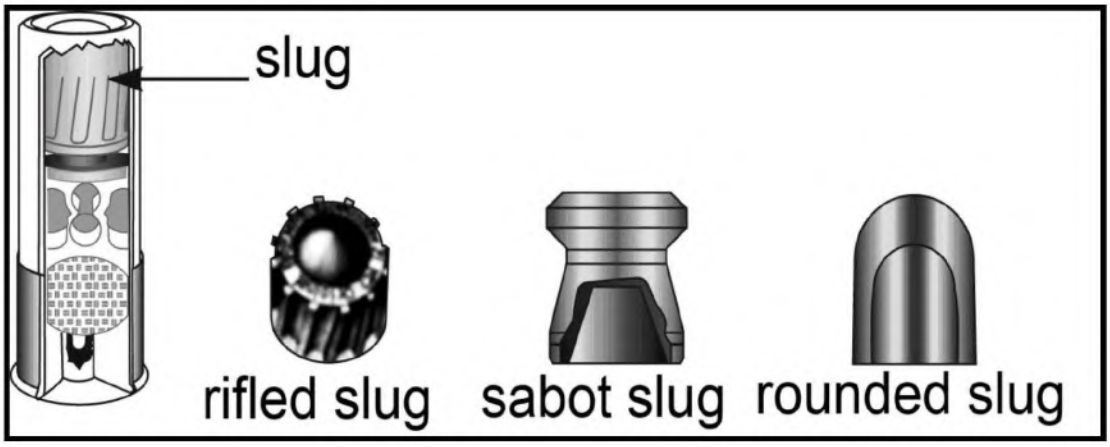


Figure 28. Types of Shotgun Slugs

5.5. Shotgun gauge

Shotgun barrels are sized by gauge instead of calibre. Gauge is an older system of measurement and is calculated by the number of lead balls (each having the same diameter as the bore) that weigh one pound. In other words, if it took 12 balls with the same diameter as a bore to make one pound, a shotgun with that bore would be called a 12-gauge shotgun. One exception to this rule is the .410-cal. shotgun. It is measured as a calibre because it was developed later (Figure 29).

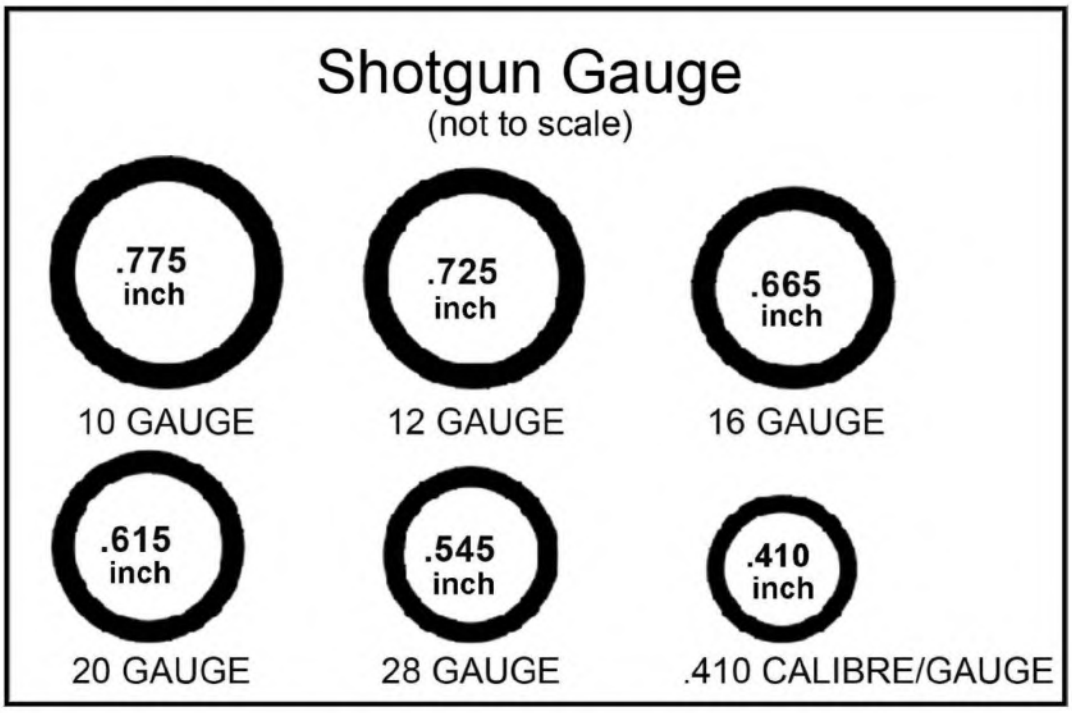


Figure 29. Shotgun Gauges

NOTES: 12 lead balls = 1 lb = 12 gauge
.410 is an imperial measure because of its American manufacture.

5.6. Choke

a. Except in the case of a rifled barrel, the bore of a shotgun barrel is usually smooth and may be narrowed at the muzzle end. This narrowing is called the choke.

b. The choke of a shotgun barrel helps control the spread of the shot after it is fired. This is very much like the way the nozzle of a garden hose controls the spray of water.

c. The pattern of the pellets on the target is affected by the choke:

- Full choke produces a tight pattern;
- Modified choke produces a more open pattern;
- Improved cylinder produces a more open pattern; and
- Cylinder bore produces the most open pattern.

d. A shotgun barrel which has no choke or narrowing at the end of the barrel is called a cylinder bore. It is often used for larger pellet sizes such as buckshot or slugs.

e. Most modern manufactured shotguns feature a screw-in choke that can be changed depending on the use of the shotgun.

See **Figure 30** for the uses of the various chokes and their shot patterns. The pattern will depend on the different type of shot used, for example: lead, steel, bismuth or tungsten-iron among others. It is the shooter's responsibility to learn about the shotgun pattern and to determine the pattern for their particular shotgun and ammunition.

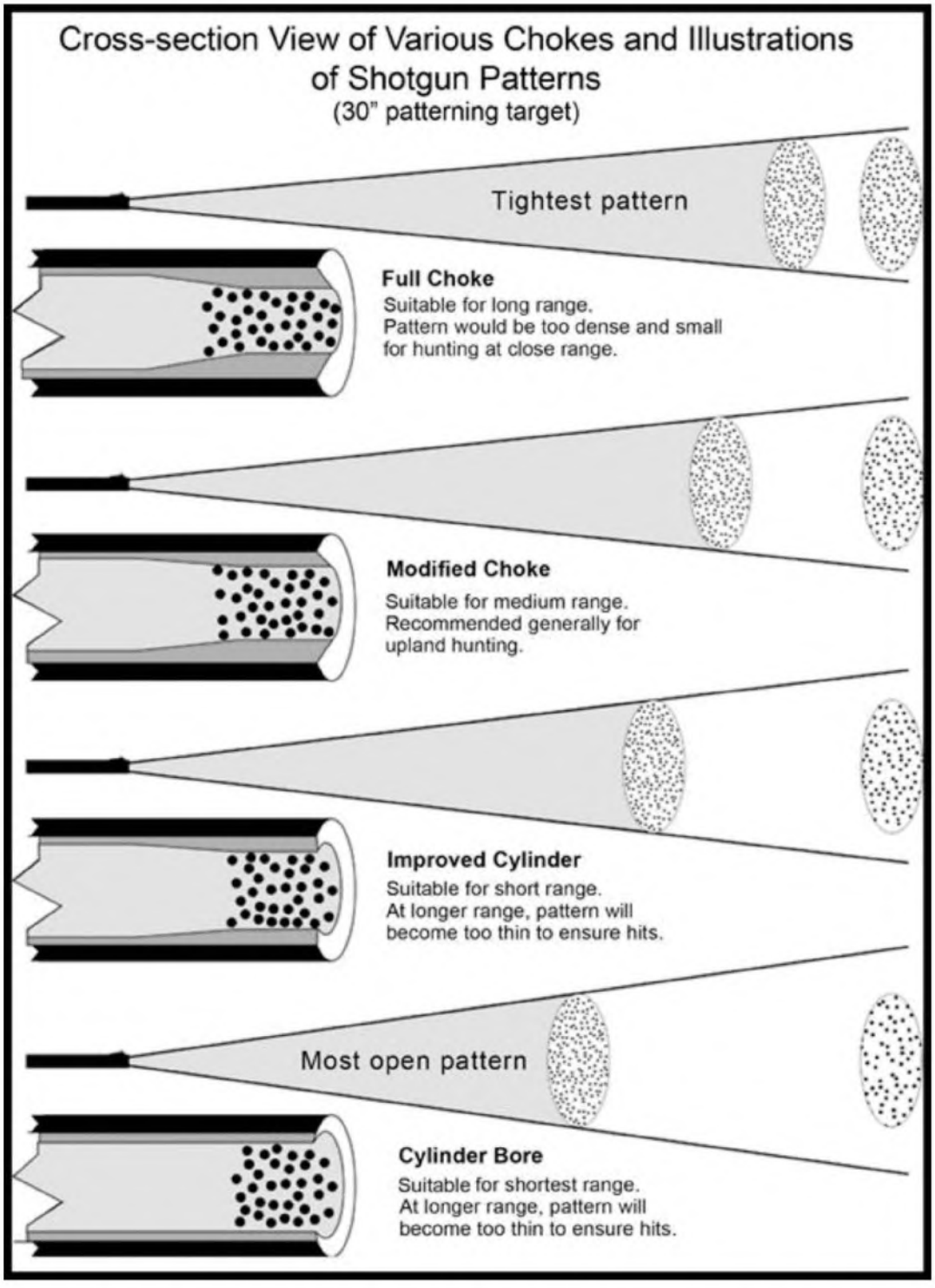


Figure 30. Cross-section View (Chokes and Patterns)

Table 6. Cartridge and Shell Comparison

Comparison of Rifle Cartridges to Shotgun Shells

TYPE	COMPONENTS	PURPOSE
CARTRIDGES USED IN RIFLES		
Rim-Fire or Centre-Fire Sizes: Calibre e.g. -.17HMR, .22, .30 or 7 mm	CASE	Contains components
	PRIMER	Fires powder charge when struck by firing pin
	POWDER	Burns and expands to propel bullet
	BULLET	Strikes target
SHELLS USED IN SHOTGUNS		
Sizes: Gauge e.g. - 12 or 20 gauge or .410 cal. 2¾", 3, 3½" approximate case length *after* firing.	HULL	Contains components
	PRIMER	Fires powder charge when struck by firing pin
	POWDER	Burns and expands to propel shot or slug
	WAD	Separates shot from powder and seals barrel behind shot during firing
	SHOT or SLUG	Spreads out to strike target Strikes target

5.7. Shotgun shells

5.7.0. Overview

a. Shotgun ammunition is centre-fire. The casing or hull has a thick, solid base. The primer is located in a separate cup in the centre bottom of the casing (Figure 31).

b. The firing pin strikes the primer. This explodes the priming compound and ignites the powder. The shot charge is usually a number of pellets. It can also be a single slug.

5.7.1. Shotgun shell components and materials

a. Shotgun shell components are similar to those of rifle cartridges. However, there are five components, not four (Figure 32). The five shotgun components are described below.

1. **Shot** is the name for the charge of pellets fired from a shotgun. Shot may be either lead, steel, bismuth or tungsten-iron pellets. Historically, shot was primarily made of lead. However, because of environmental concerns, use of other materials is increasing:

   - The use of steel in some shotgun barrels may cause damage to the firearms. For further information, please check the manufacturer's manual or contact a gunsmith.

   - The size and number of pellets vary. They depend on the type and range of the target. Smaller pellets are usually used for smaller or closer targets (see the Figure in Table 7).

   - Sometimes a single large projectile known as a **"slug"** is fired from a shotgun. This is for hunting larger game.

2. Shotgun shells also contain one or more **wads**. The wad is made of paper, fibre or plastic. It separates the powder charge from the shot or slug. This prevents hot gas from damaging the shot and seals the gases behind the charge. It also separates the shot from the inside of the barrel.

3. The **powder charge** is a chemical compound in the body of the hull. It is ignited to propel the shot through the barrel.

4. The **hull** contains all the other ammunition components. The hull is commonly made of a combination of brass, plastic or paper.

5. The **primer** contains a chemical mixture that explodes when the firing pin strikes it. This ignites the powder charge.

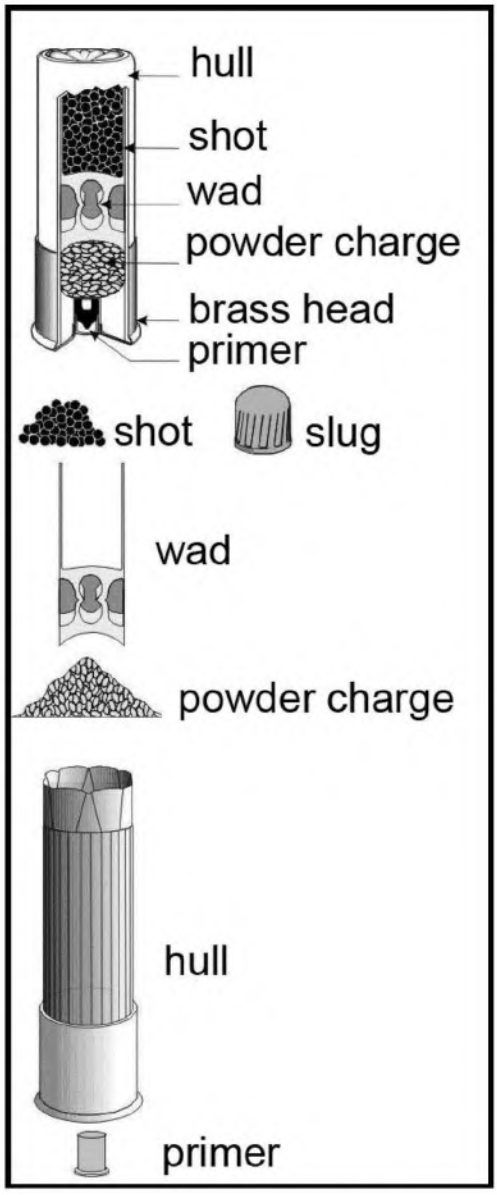


Figure 31. Shotgun Shell Components

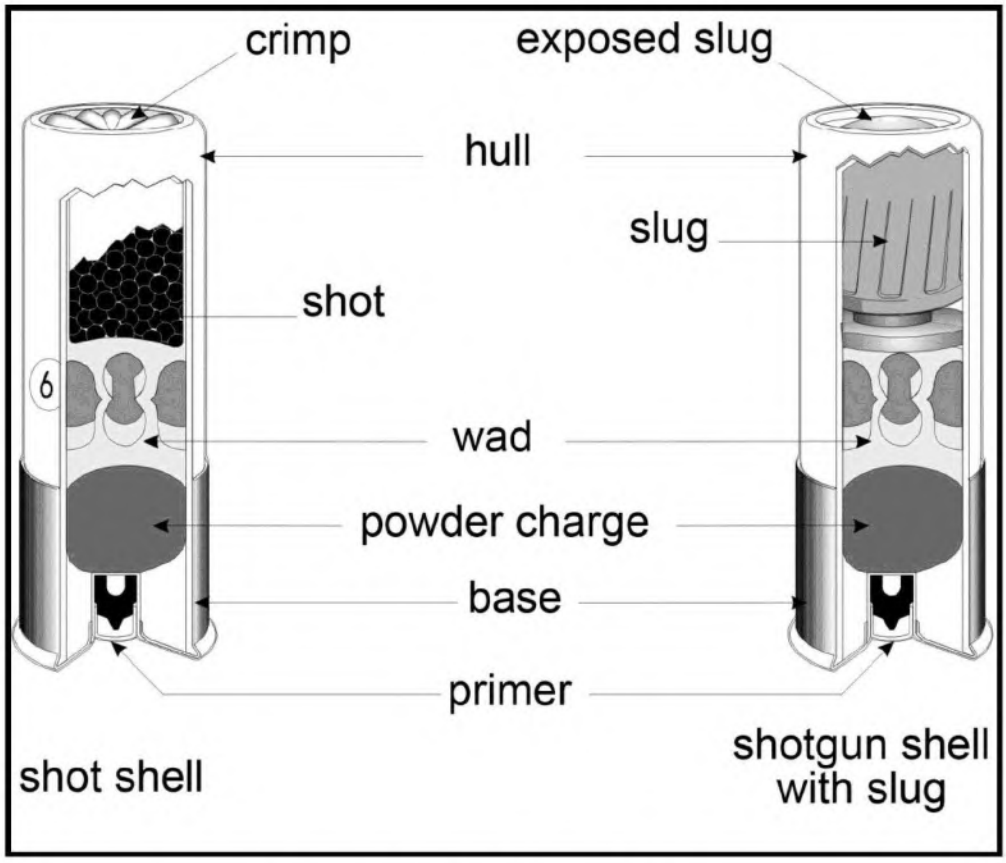


Figure 32. Shotgun Shells

Table 7. Lead Shot Sizes

Shot Sizes

Buckshot Sizes

Shot Number	Diameter in Inches	# Pellets Typical Loads
4	.24	27 34
3	.25	20 24
1	.30	12 16 20 24
0	.32	12
00	.33	9 12 15
000	.36	8

Shot Sizes

Shot Number	Diameter in Inches	Pellets / oz. Lead	Pellets / oz. Steel
9	.08	585	na
8	.09	410	na
7½	.095	350	na
7	.10	-	420
6	.11	225	316
5	.12	170	243
4	.13	135	191
3	.14	-	153
2	.15	87	125
1	.16	-	103
B	.17	-	na
BB	.18	50	72
BBB	.19	-	61
T	.20	-	53
TT	.21	-	na
F	.22	-	na

5.7.2. Shotgun shell types

1. Various types of shells exist. They vary in length, gauge, size and type of pellet (shot)—Table 7. To choose the right ammunition for your firearm and target, follow the manufacturer's recommendations. For example, shotgun shells in 12 gauge commonly come in several lengths as follows:
   - 70 mm (2¾ inches);
   - 76 mm (3 inches); and
   - 89 mm (3½ inches).

   NOTE: These dimensions refer to the lengths of the shells **after** firing (Figure 33).

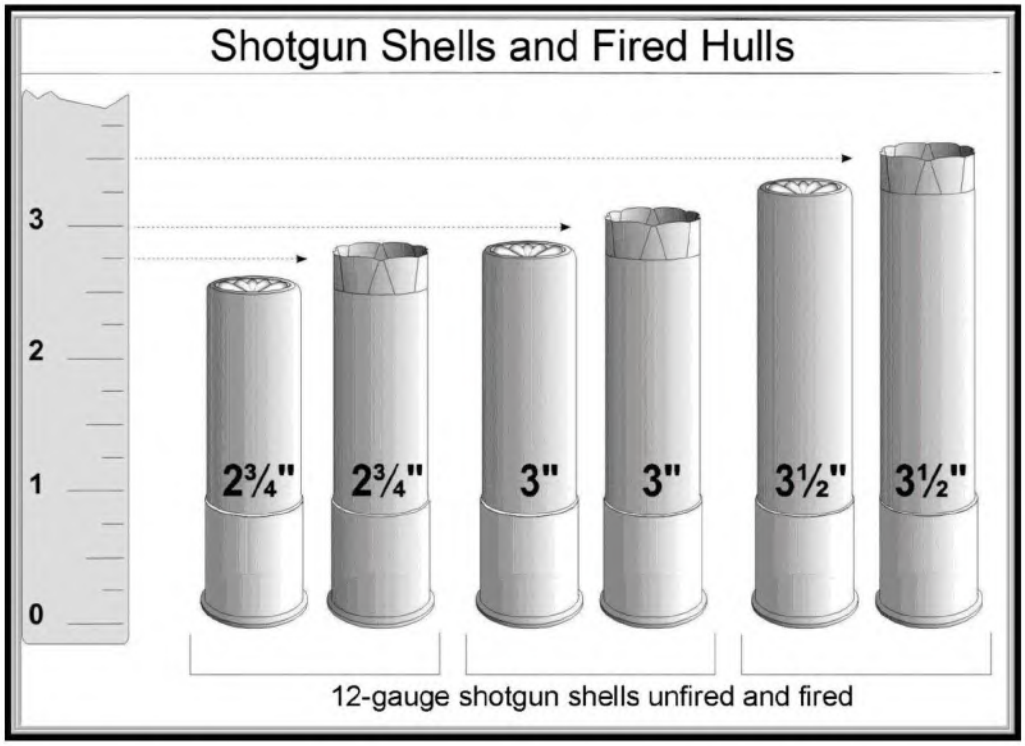


Figure 33. Shotgun Shells and Fired Hulls

It should be noted that some European shotguns are manufactured in 2- and 2½ inch chamber size. Firing a 2¾-inch shell in these firearms is dangerous. Other lengths are possible in gauge other than 12 gauge. If in doubt, check with a gunsmith. Actual shell length may vary slightly from these sizes. Shell manufacturers round off the sizes shown on the boxes.

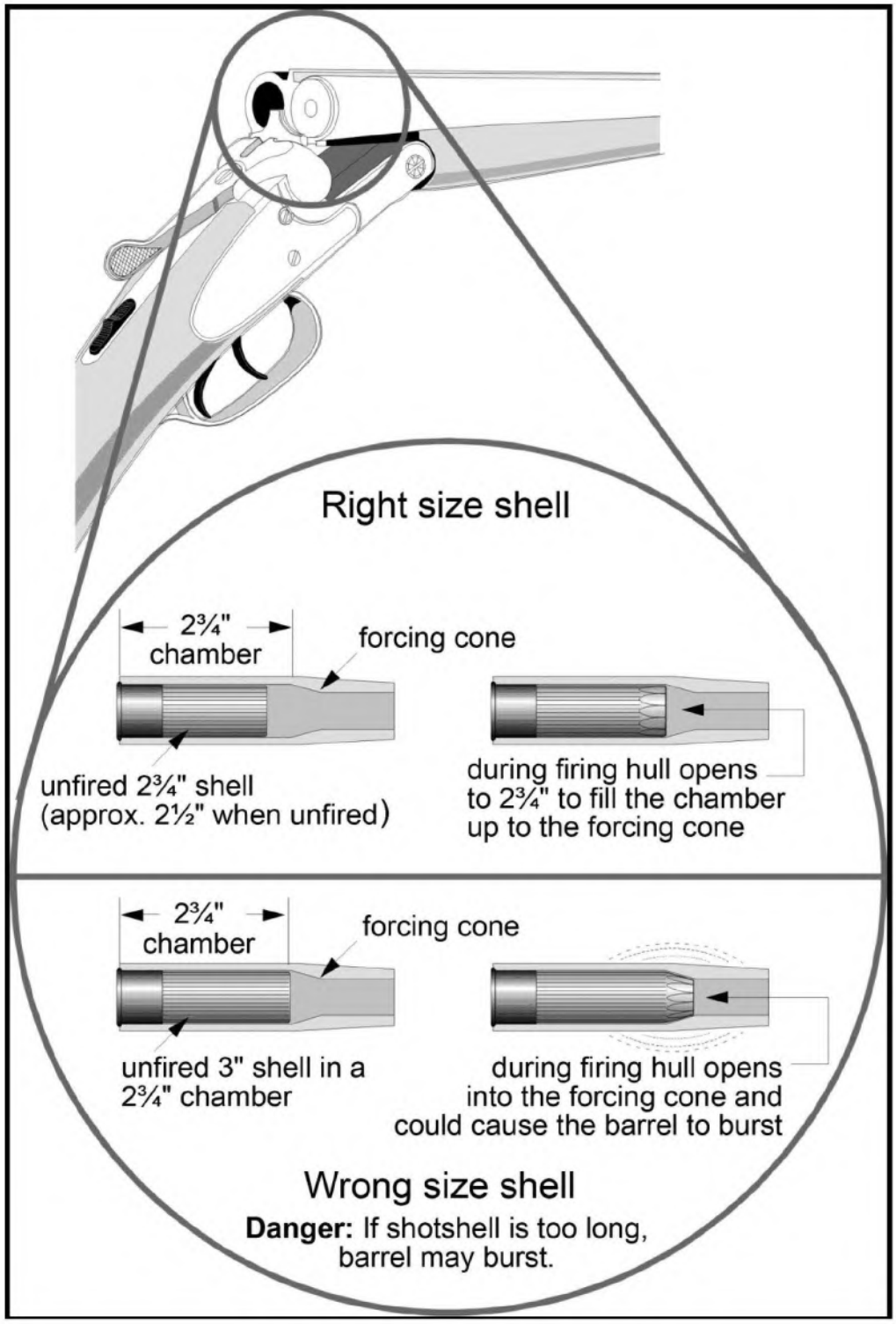


Figure 34. Shell in Chamber

a. The following information is stamped on the barrel or action (Figure 35) of many modern shotguns:

   - gauge;
   - maximum shell/chamber length; and
   - type of choke.

b. The gauge of a shotgun shell is printed on the base of the shell. The gauge and the shell length are also on the ammunition manufacturer's box. This information must be matched to the data stamp on the shotgun barrel prior to loading the firearm. If in doubt, check with a gunsmith or a gun shop.

c. If there is no data stamp, take the firearm to a gunsmith. The gunsmith can measure the firearm and give advice on proper ammunition.

d. Chamber dimensions are given for a fired shell. Use the information on the box. If you measured an unfired shell, you might think a 3-inch shell is only 2¾ inches and have an incident.

Do not attempt to use longer ammunition than indicated on the barrel data stamp. If you do, the barrel might burst (Figure 36).

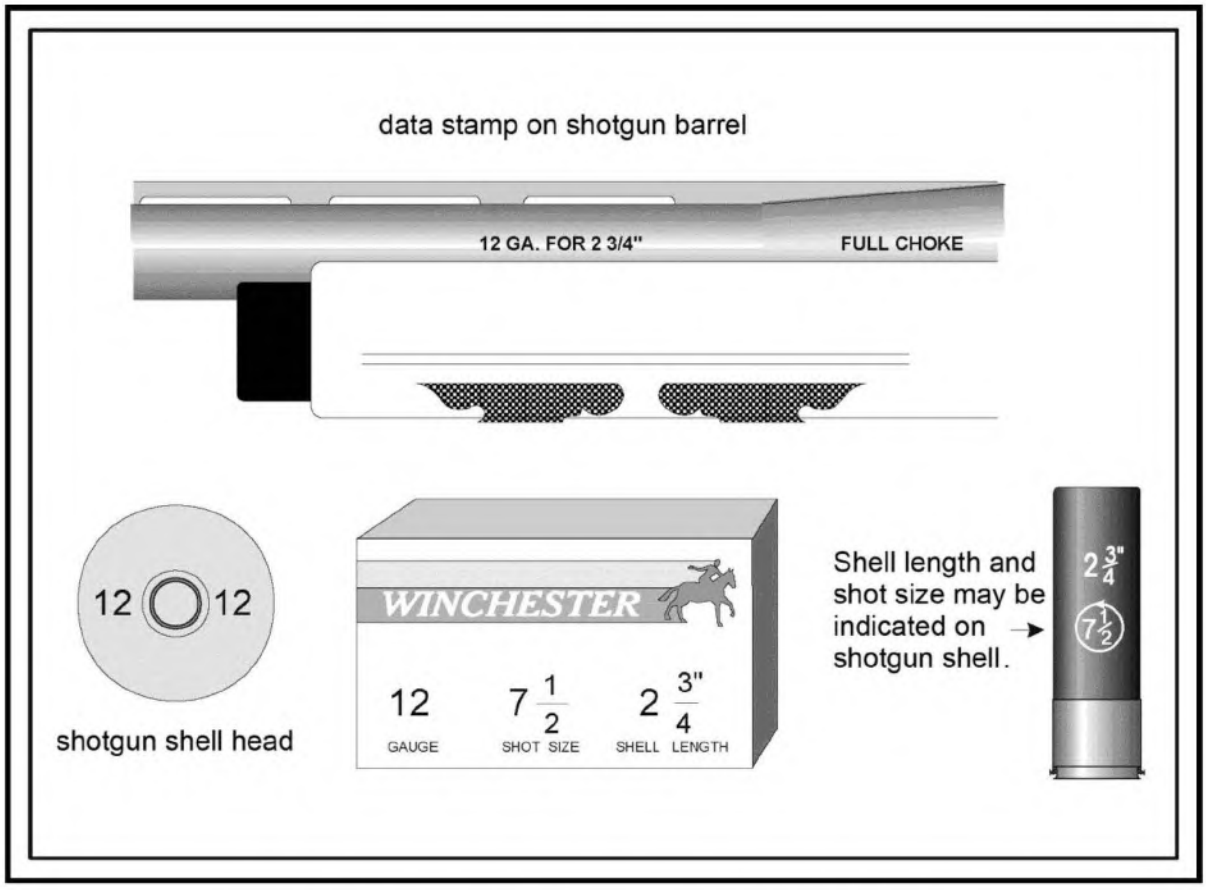


Figure 35. Data Stamp on Shotgun Shell

Serious injuries may occur when hunters or shooters load the wrong ammunition into their firearms. An easy mistake to make is loading and chambering a 20-gauge shotgun shell into a 12-gauge shotgun. The small shell will slide through the chamber and stick in the forcing cone. Users may then insert a 12-gauge shell behind the 20-gauge shell. When fired, the barrel may burst (Figure 36). Burst barrels scatter metal. People have been seriously injured or killed by this error.

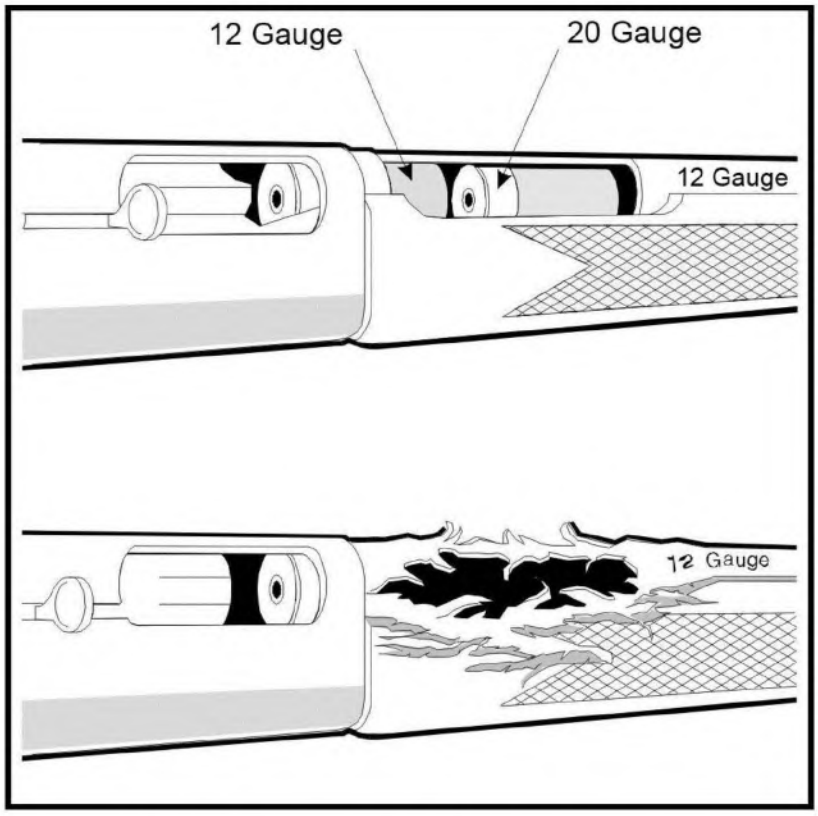


Figure 36. Exploded Chamber

For hunting, various provincial rules about shot and bullet size and materials exist. Your course instructor can provide more precise information. You can also check with your local hunting authority for exact regulations.

5.8. Ballistics

a. Ballistics is the study of projectiles in flight.

b. Modern firearms can shoot a long distance. For this reason, every shooter should understand ballistics. Shotguns can fire shot more than the length of a football field. Some rifles can fire bullets further than five kilometres.

c. A general knowledge of ballistics is important because different ammunition has different penetrating effects. A projectile may not stop where you want it to.

d. Ballistics tables for ammunition supply the information to calculate the flight path and performance of cartridges.

e. You want to hunt or shoot safely. Therefore, you need to know how far your projectile will travel. That means that you need to know the dangerous range (Figures 37 and 38).

Be sure of your target and beyond. If there is any reason your shot may be unsafe, do not fire.

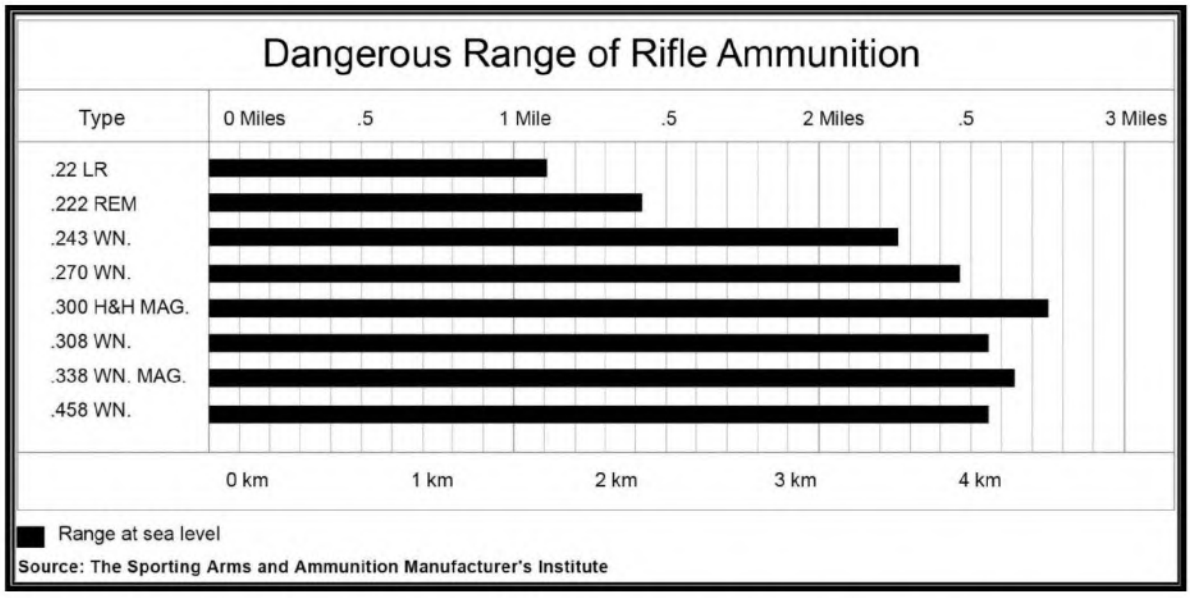


Figure 37. Dangerous Range of Rifle Ammunition

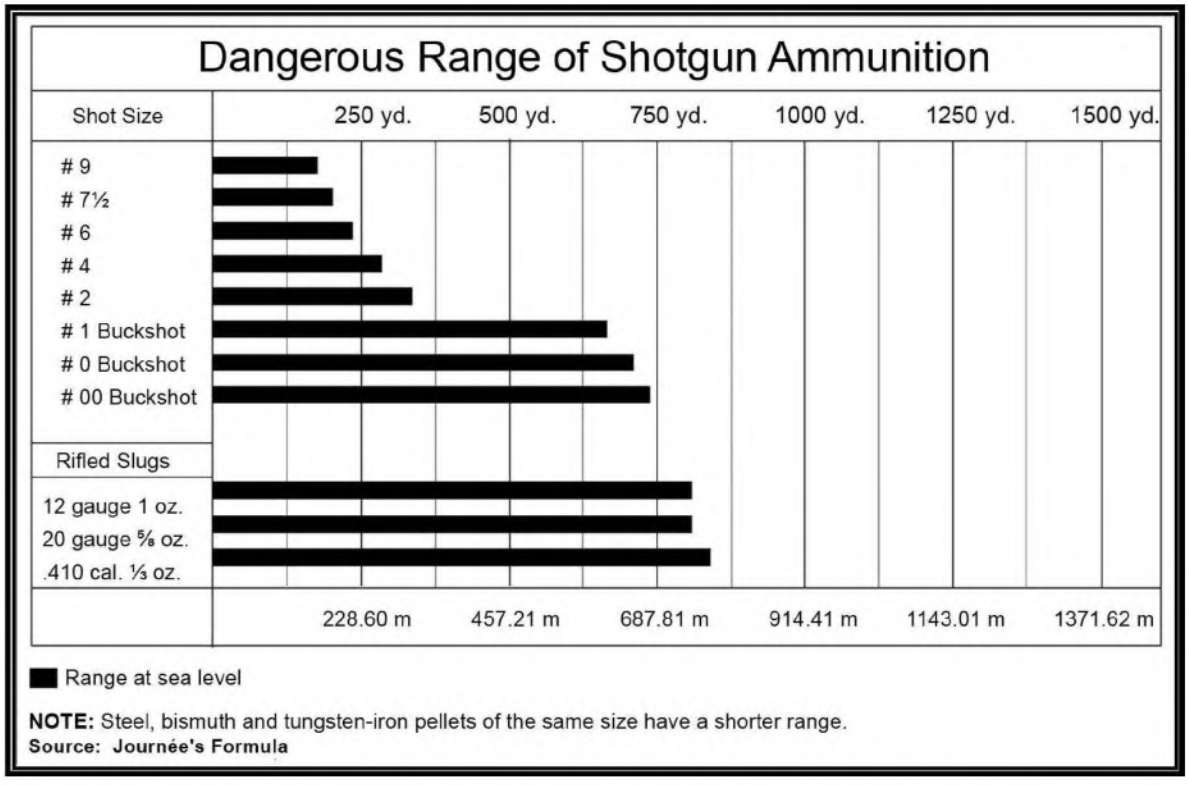


Figure 38. Dangerous Range of Shotgun Ammunition

5.9. Trajectory

a. The trajectory is the path a discharged shot or bullet takes during flight (Figure 39). Several factors affect this path; examples include, but are not limited to, the following:

- Gravity pulls the bullet down toward the ground as it is travelling forward. This results in a downward curved path.
- Air resistance holds back the passage of the bullet. This slows its flight.
- Velocity is the speed at which a bullet travels, in a given direction.
- Mass is the weight of the bullet.

b. The firearm muzzle must be raised from the horizontal position to make up for gravity. The trajectory of a projectile is slightly curved. It crosses the line of sight twice on the way to the target.

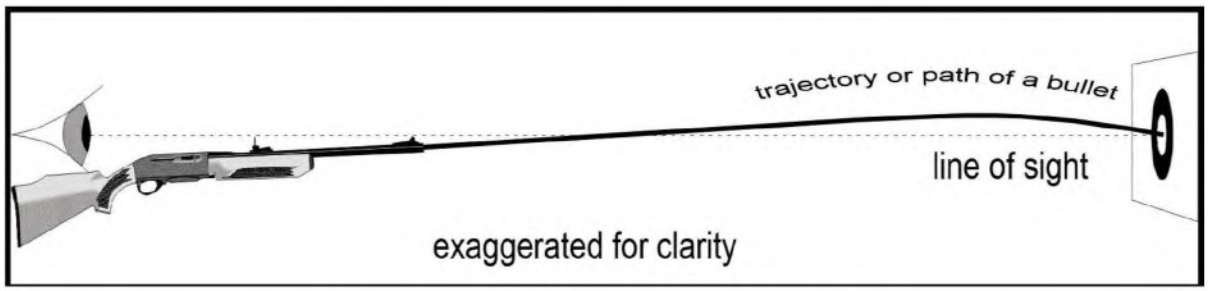


Figure 39. Trajectory of a Bullet

Responsible shooters will follow the recommendations below:

- **Only fire at targets within the effective range.**
- **Consider how far the shot or bullet may travel beyond the target.**
- **You are responsible for where the bullet stops.**

5.10. Hazards

The selection of the correct ammunition for the firearm is critical to safe operation. Modern commercial ammunition is normally very reliable but there are several ways the cartridge may not fire.

- A misfire is a cartridge that does not fire. Misfired cartridges should not be reused in the firearm and must be disposed of properly. Muzzleloading firearms may also misfire.
- A hangfire is a delayed fire in which the firing pin strikes the primer but it does not create enough flame to ignite the powder instantly. If the muzzle is not pointed in a safe direction when the cartridge eventually fires, it may result in an injury. If the cartridge is removed from the chamber and then discharges, the explosive rupture of the case may also cause injury. Muzzleloading firearms may also have a hangfire.
- A primer pop (squib load) happens when the cartridge does not contain any gunpowder. The firearms will discharge the primer without the usual noise or recoil. This may have enough force to push the bullet out of the case, but the bullet may lodge in the barrel. If another bullet is fired, the barrel may rupture and possibly cause injury.

If the trigger is pulled and there is no noticeable discharge, wait 60 seconds while pointing the muzzle in a safe direction. If there is no hangfire within 60 seconds, open the action pointing away from yourself and unload the firearm. PROVE the firearm safe to ensure there is no blockage lodged in the barrel.

5.11. Firearm malfunctions

Generally, when using commercially made ammunition and a properly maintained firearm, malfunctions will not occur. Firearms jammed with a cartridge or shell in the chamber(s) can be a hazard and must be carefully cleared of the jam. This hazard, if not dealt with properly, may result in a serious injury. Consult a qualified person or gunsmith for information on how to perform this function in the safest possible manner.

5.12. Ammunition precautions and legislation

Explosives information is issued by Natural Resources Canada. It indicates that you may keep reasonable quantities of sporting ammunition on your property. "Reasonable" means quantities typically required for a rifle or shotgun, or for part of a collection. This ammunition must be for your private use, not resale. Contact Natural Resources Canada for details. You must take every necessary precaution against incidents by adhering to the instructions below:

- Ammunition must be stored out of children's reach. It must be kept away from flammables.
- Ammunition for a non-restricted firearm may only be stored in a place where it is not within easy access to the firearm, unless the ammunition is stored, together with or separately from the firearm, in a securely locked container or receptacle that cannot be easily broken open or into.
- Ammunition for a non-restricted firearm must not be displayed with the firearm or be within easy access to the firearm from which it can be discharged.
- All ammunition should be stored in a cool, dry place, preferably in a vented container. This will reduce the chance of corrosion or breakdown of the ammunition components that could cause the firearm to jam or misfire.

See below for a summary of **"Ammunition Safety Points to Remember"**.

Keep in mind that storing ammunition in an unvented container may create an explosive hazard during a fire.

Ammunition Safety Points to Remember

- Carry ammunition only for the firearm you are using.
- Never experiment with unfamiliar ammunition.
- Using modern ammunition in old firearms may be hazardous.
- When a misfire occurs, slowly count to 60 while pointing the muzzle in a safe direction. Remove the cartridge following safe procedures. Then, carefully inspect the bore for obstructions.
- Never use old or corroded ammunition or reloading components.
- Never use cartridges if you are uncertain about their safe use.
- Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.
- Store all ammunition so that unauthorized persons do not have access to it.
- Ammunition should never be displayed with a firearm.
- Ammunition is most safely carried in its original container.
- When hand loading your own ammunition, be certain to strictly follow the procedures in the manuals about reloading ammunition. Treat primers with extra caution—they are explosive devices.

5.13. Review questions

1. Under what circumstances can you store ammunition with a firearm?

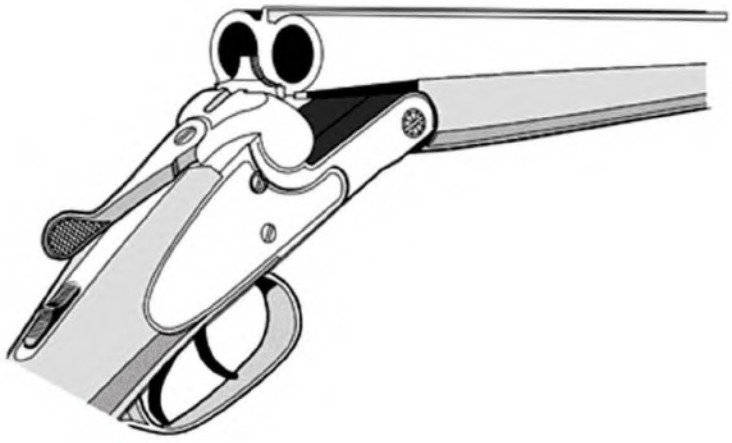
2. Name the malfunction whereby, after the trigger is pulled, there is a several-second delay before firing.

3. What is the preferred temperature and humidity for ammunition storage?

4. Describe four factors which affect trajectory.

5. What safety precaution should be taken with a firearm that does not have a data stamp?

6. Is it legal to display a firearm and its ammunition together?



MODULE 6:
OPERATING FIREARMS ACTIONS

MODULE 6: OPERATING FIREARMS ACTIONS

6.0. Overview

a. To understand the safe use of firearms, you must become familiar with action types, how they work, and how to safely load and unload them.

b. This module first defines the different types of firearms, various safeties and action releases and shows how to do the following:

- identify each type of action;
- locate safeties (some actions will not open unless the safety is **OFF**);
- pick up a gun—**ACTS** and **PROVE it safe**; and
- safely load each type of action, with the safety **ON**, whenever possible.

Always wear safety glasses and hearing protection when loading and discharging firearms.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

PROVE is an acronym, or memory aid, that stands for the five steps required to ensure that a firearm is unloaded and safe. The five steps are: **P**oint, **R**emove, **O**bserve, **V**erify and **E**xamine. These procedures must be followed to safely unload any firearm.

1. **P**oint the firearm in the safest available direction.

2. **R**emove all ammunition.

3. **O**bserve the chamber(s).

4. **V**erify the feeding path.

5. **E**xamine the bore(s).

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.1. Action types

Firearms are generally classified by their type of action. There are six basic types (Figure 40).

- A muzzleloader is loaded through the muzzle with black powder or black powder substitutes. Ignition is created by the flash produced by the hammer striking a percussion cap.
- A hinge (or break) action opens near the breech and is usually single- or double-barreled.
- A bolt action is similar to a door bolt and can be single or multiple shot.
- A lever action has a metal handle that opens the action. It can be single or multiple shot.
- A pump action works by pumping the fore-end of the stock back and forth and is normally multiple shots.
- A semi-automatic action extracts and ejects empty casings and inserts another cartridge in the chamber automatically, each time you pull the trigger.

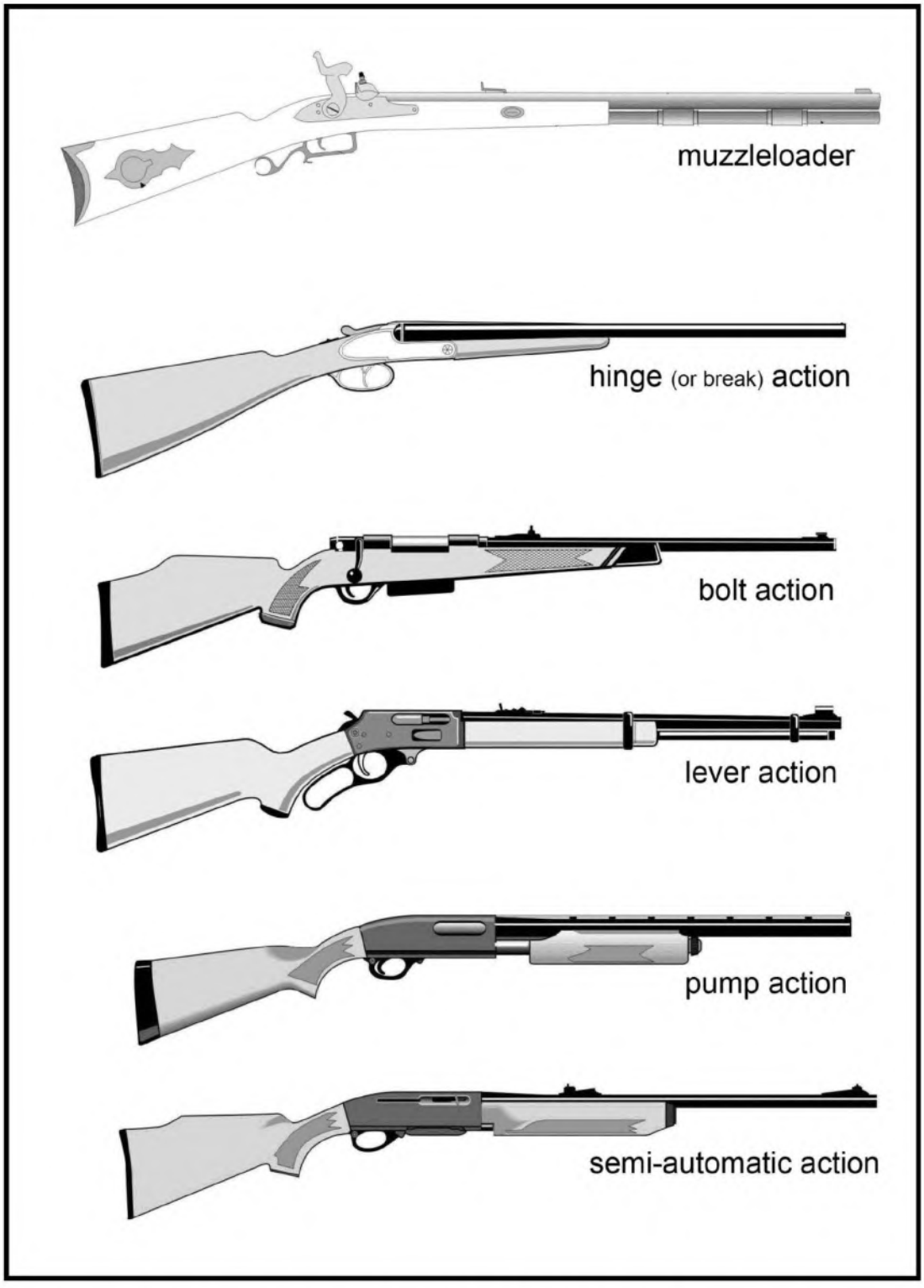


Figure 40. Types of Modern Non-restricted Firearms Actions

6.2. Safeties

6.2.0. Overview

a. A mechanical device known as a safety is included on most firearms to reduce the chances of unintentional firing. However, mechanical devices can fail. A hard blow may cause some firearms to fire even with the safety **ON**. Therefore, safe handling of a firearm by the person holding it will always be the most important firearm safety device. Always use the safety, but never rely on it to prevent firing.

b. The safety is designed to prevent the firearm from firing by interrupting the firing sequence. The safety blocks one or more of the trigger, sear, hammer or firing pin.

c. Common types of safeties on non-restricted firearms are the slide/tang, pivot/lever/rocker, wing, trigger block/lever, and cross-bolt or button safety (Figures 41 to 44). In addition, some lever action firearms and muzzleloaders use a half-cock safety.

Never rely on a safety to prevent unintentional firing. A safety can fail. All safeties are slightly different. Consult the owner's manual. Different manufacturers may use different terminology to describe their safeties.

6.2.1. Slide/tang safety

This safety is common on shotguns and rifles (Figure 41). It is usually on the right side of the receiver on rifles, and the top of the receiver on shotguns. It blocks the firing mechanism. Some modern lever actions also have slide- or button-type safeties located in the action area.

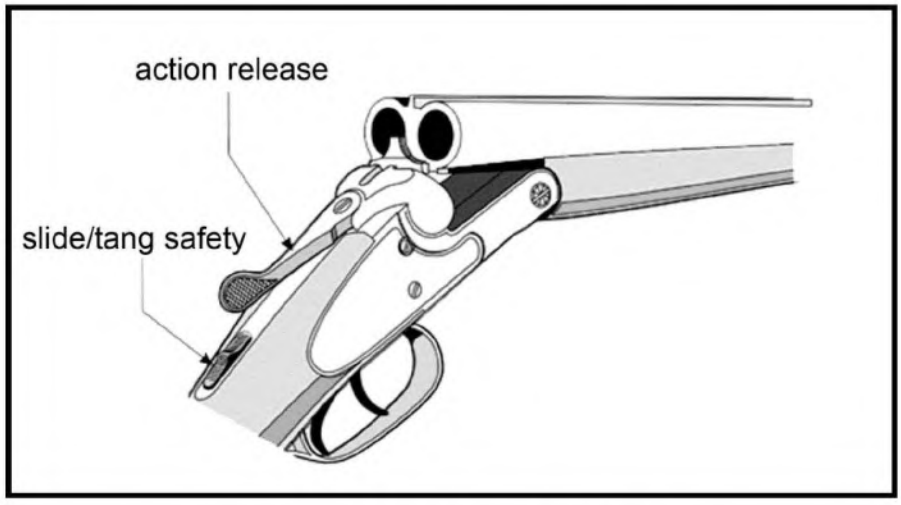


Figure 41. Side/Tang Safety

6.2.2. Pivot/lever/rocker safety

This safety is commonly found on modern firearms as well as on older military firearms (Figure 42). It is often located above the trigger area on the left or right side of the bolt.

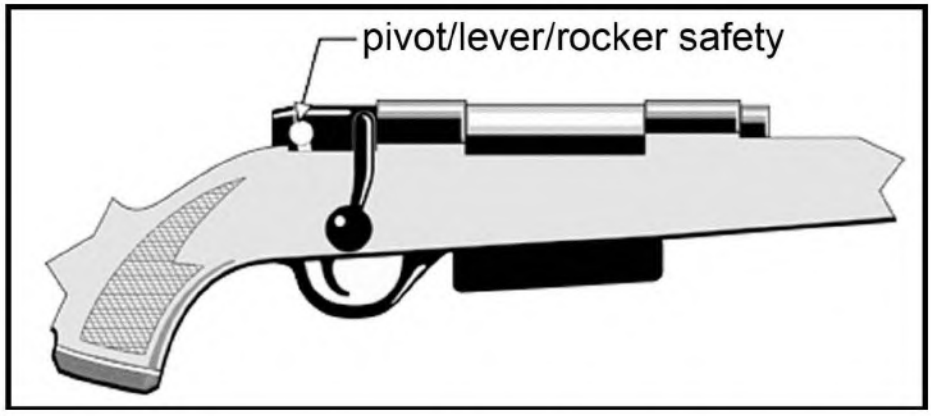


Figure 42. Pivot/Lever/Rocker Safety

6.2.3. Wing safety

The wing safety is frequently used on the bolt of a bolt-action firearm (Figure 43). It is often located above the trigger area on the left or right side of the bolt.

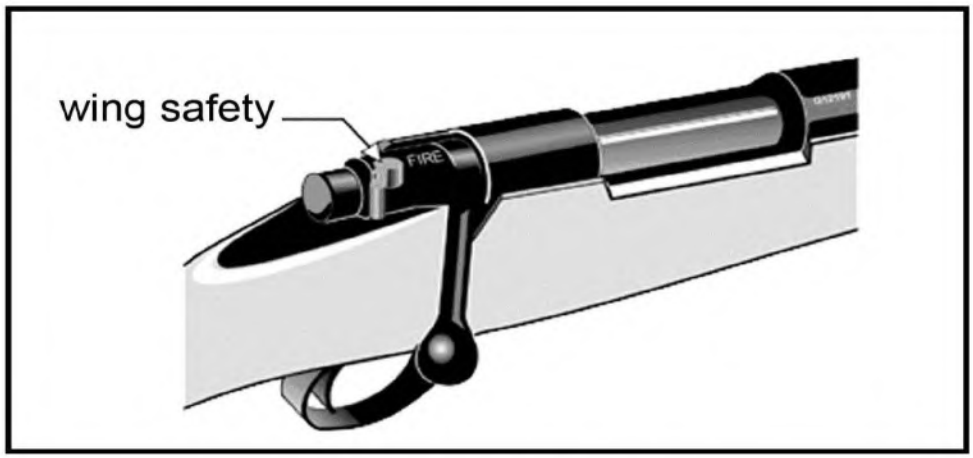


Figure 43. Wing Safety

6.2.4. Trigger block/lever safety

This safety is used on some lever action firearms (Figure 44). It is a mechanism that ensures the lever-action firearm will not fire unless the lever action is pressed firmly against the stock.

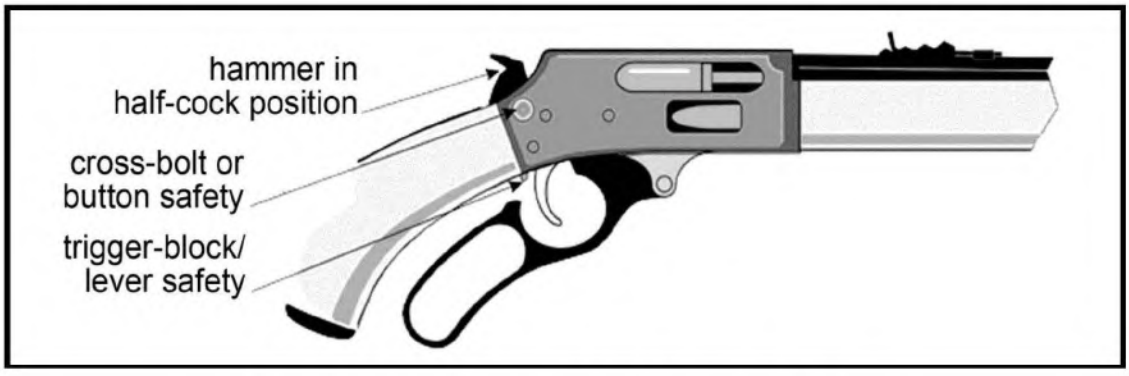


Figure 44. Trigger Block/Lever Safety

6.2.5. Hammer on half-cock notch safety

The hammer has three positions: full forward, half cock and full cock.

- When the hammer is fully forward resting on the firing pin, a sudden blow on the hammer may discharge the firearm.
- When the hammer is part-way-back or in half-cock position—on firearms so designed—the safety is considered to be **ON**.
- When the hammer is all-the-way-back on such firearms, it is in full-cock position and the safety is considered to be **OFF**.

The presence of a half cock on a firearm does not guarantee it is a safety. Some firearms do not use it as a safety. Consult the owner's manual. Remove your finger from the trigger when lowering the hammer to the half-cock position once the hammer starts to go forward. This will re-engage any automatic safety linked to the trigger. Be very careful when moving the hammer in any of the three positions as it could slip from beneath your thumb and fire the cartridge.

6.2.6. Cross-bolt safety

a. The cross-bolt safety (Figure 45) is a push-button type of safety. It is common on many types of firearms. It works by blocking the trigger mechanism or hammer.

b. The safety position can be indicated in several ways as follows:

- **safe** and **fire**;
- **ON** and **OFF** switch; or
- **red** means that the safety is **OFF**, and the firearm can be fired.

c. However, there is not one standard rule for indicating the safety position, and sometimes none of the above positions can be found on the firearm. If this is the case, ensure that the firearm is unloaded and pointing in a safe direction **BEFORE** checking the safety operation in the manufacturer's manual.

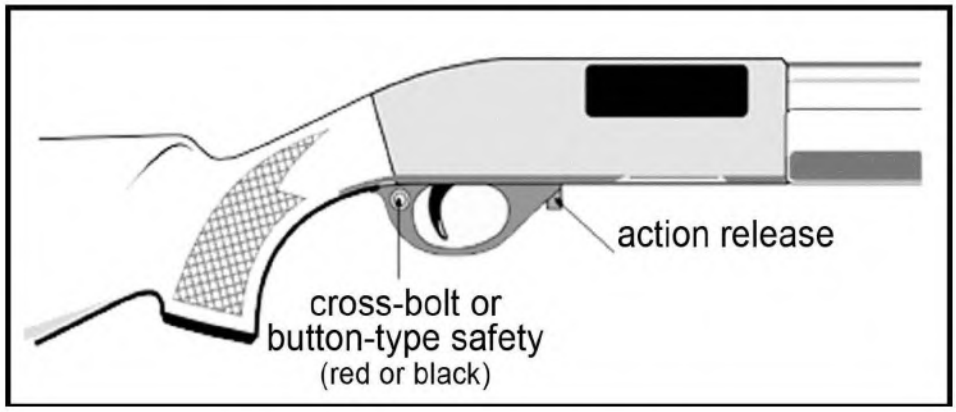


Figure 45. Cross-bolt Safety

Before loading any firearm, determine the ON position of the safety.

6.3. Action releases

Most firearms have some type of mechanism that must be moved to allow an action to be opened or closed. The location of the action release mechanism depends on the make and model of the firearm.

Do not touch any firearm unless you know how to handle it safely. Consult the owner's manual or a person who knows that firearm well.

6.4. General loading and unloading procedures

6.4.0. Overview

Before attempting to unload a firearm, first follow the **Vital Four ACTS of Firearms Safety** and **PROVE it safe**.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

6.4.1. Unloading procedure—ACTS and PROVE it safe

PROVE is an acronym, or memory aid, that stands for the five steps required to ensure that a firearm is unloaded and safe. The five steps are: **P**oint, **R**emove, **O**bserve, **V**erify and **E**xamine. These procedures must be followed to safely unload any firearm.

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - If the firearm has a detachable magazine, remove the magazine from the firearm first. Open the action to remove any ammunition from the chamber. (This prevents a firearm from chambering another cartridge if the action closes.)
   - Leave the action open.
3. **O**bserve the chamber(s) to confirm that there is no ammunition or empty casing(s).
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casings, or foreign objects. Make certain that you see or feel the follower, if one is present.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.4.2. Checking the barrel for obstructions

In all of the following loading procedures, always check the barrel and chamber for obstructions before loading. Whenever possible, this should be done by looking through the barrel from the BACK or breech end. If you cannot, be certain that the firearm is unloaded and the action is open and the chamber empty BEFORE looking down the barrel from the muzzle end. Some shooters prefer to use a bore light inspection aid or run a rod with a patch through the barrel before loading rather than looking down the barrel. Use normal cleaning procedures to remove an obstruction, or take the firearm to an expert.

Unless the patch fills the bore completely, obstructions may not be detected.

6.4.3. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure **ACTS—PROVE it safe**.
2. Clear any obstructions from the chamber(s) and bore(s). Clean if required.
3. Point the firearm in the safest available direction throughout the loading and chambering procedure.
4. Make sure that nothing touches the trigger throughout this process.
5. Put the safety **ON**, if it can be left on during the loading process.
6. Where possible, with the action open, select and load the correct ammunition by matching the data stamp on the firearm with the head stamp on the cartridge/shell or ammunition box.
7. Close the action.
8. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.5. Loading and unloading the most common action types

a. All firearms have their own unique aspects. One of the best ways to discover the detailed methods for unloading and loading your particular firearm is to study the owner's manual. The steps outlined in this section are not meant to replace a full understanding of a given firearm owner's manual.

b. The following information is an introduction to the most common actions. The general procedure does not change, but the details can vary significantly.

Do not attempt to handle any firearm that you are not comfortable with. To ensure proper fit of any firearm, seek the assistance of a qualified individual. Before attempting to unload a firearm, follow The Vital Four ACTS—PROVE it safe.

6.6. Hinge (or break) action: single or multiple barrels

The hinge (or break) action firearm (Figure 46) opens or "breaks" near the breech like the movement of a door hinge. The safety mechanism is usually located on top of the action above the trigger area. It is often a slide/tang safety or exposed hammer which must be completely down or on half cock to be safe.

6.6.1 Unloading procedure—ACTS and PROVE it safe

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety ON, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:

   Move the action release to open the action. If the action release will not move, the safety may need to be moved to the OFF position.
3. **O**bserve the chamber(s) to confirm that there is no ammunition or empty casing(s)/hull(s).
   - Open the action by breaking the barrel open (normally it drops downward). This should partly extract or eject any ammunition or empty casing/hull from the chambers(s). If not ejected, remove them by hand.
   - Leave the action open.
   - Ensure that all chambers are empty of casings/hulls or live ammunition.
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casing(s)/hull(s), or foreign objects.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

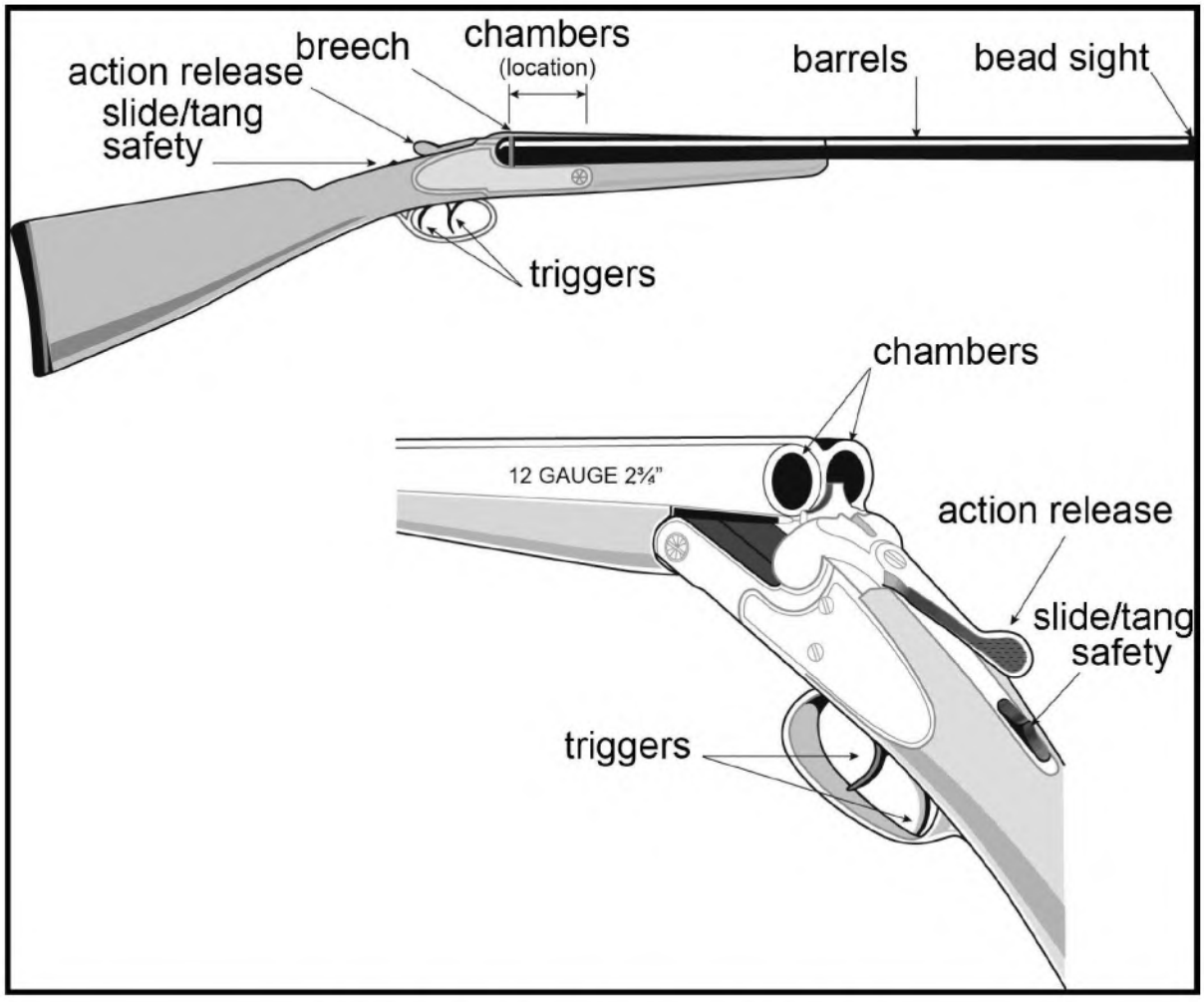


Figure 46. Hinge (or break action)

6.6.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure—**ACTS** and **PROVE it safe**.
2. Clear any obstructions from the chamber(s) and bore(s). Clean if required.
3. Point the firearm in the safest available direction throughout the loading and chambering procedure.
4. Make sure that nothing touches the trigger throughout this process.
5. Put the safety **ON**, if it can be left on during the loading process.
6. Select and place the correct ammunition into the chamber(s) by matching the data stamp on the firearm with the head stamp on the cartridge/casing.
7. Close the action (typically by snapping it closed with a firm action), locking the cartridge(s)/shell(s) into the chamber(s).
8. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.7. Single shot

6.7.0. Overview

a. A bolt-action firearm operates something like a door bolt. This action is very strong and is most often used on rifles.

b. The safety mechanism is usually located on top of the action above the trigger area on the left or right side of the bolt. This is often a lever safety but can also be a slide/tang located directly behind the bolt (Figures 47 and 48).

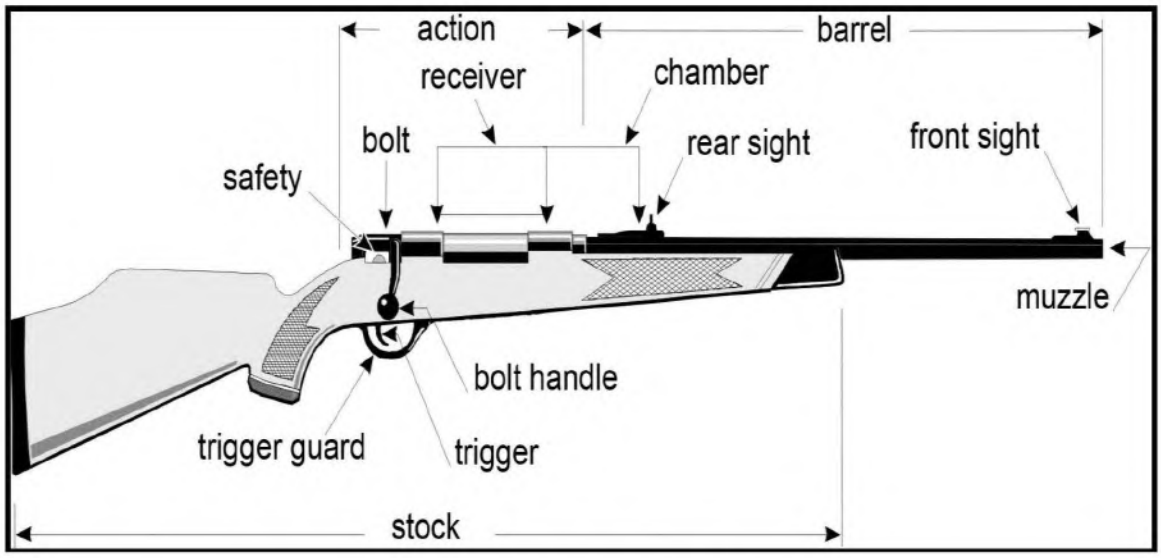


Figure 47. Bolt Action

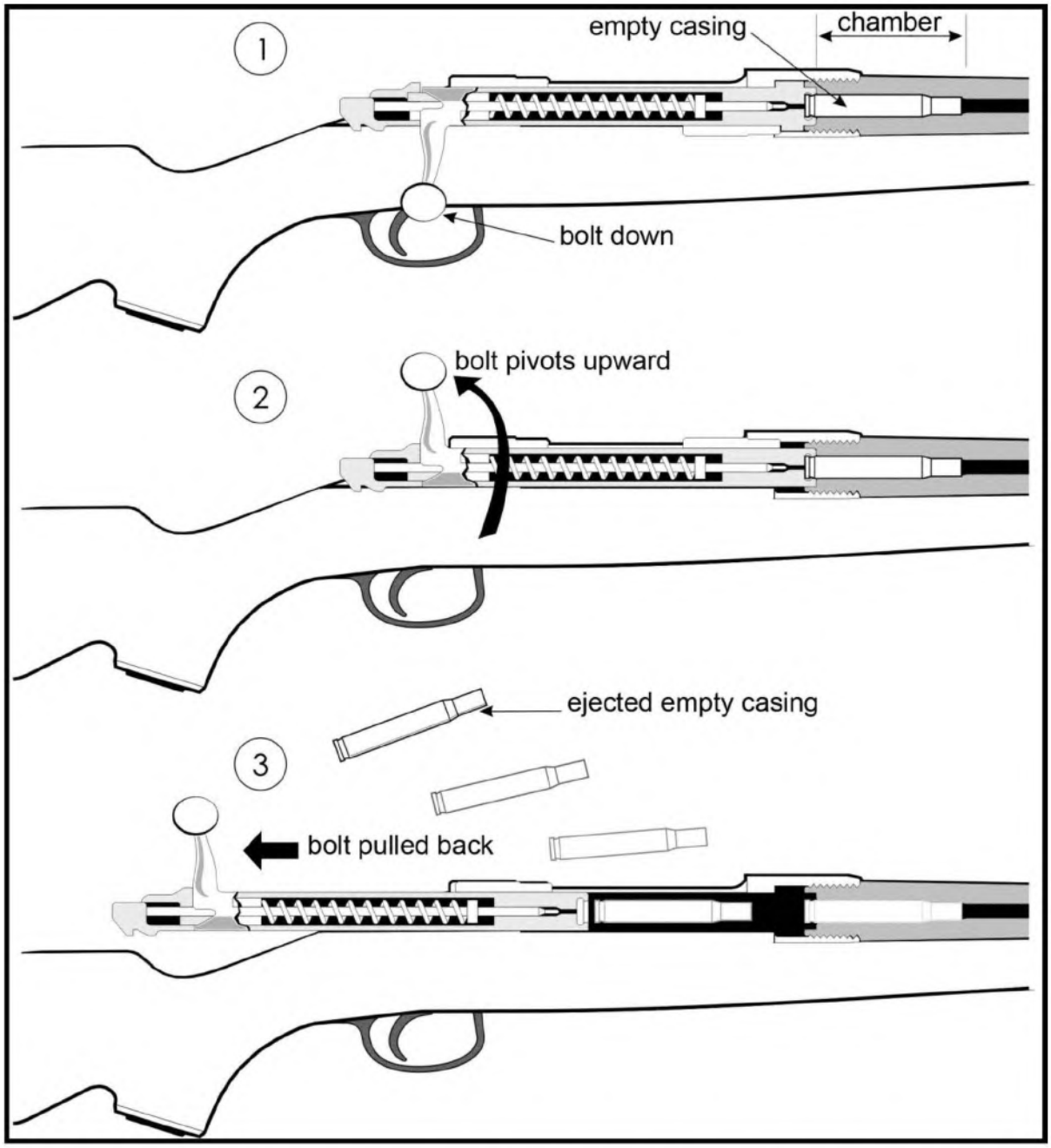


Figure 48. Single-shot Rifle Using Bolt Action to Eject Empty Casing

6.7.1. Unloading procedures: ACTS and PROVE it safe

Before attempting to unload a firearm, follow the Vital Four ACTS of Firearm Safety and PROVE it safe procedures.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety ON, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - Open the action by moving the bolt handle (typically by lifting and pulling to the rear). This should extract and eject any ammunition or empty the casing/hull from the chamber. If not ejected, remove it by hand.
   - Leave the action open.
3. **O**bserve the chamber to confirm that there is no ammunition or empty casing/hull.
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casings/hulls, or foreign objects.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.7.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure, **ACTS** and **PROVE it safe**.
2. Select and place the correct ammunition into the magazine by matching the data stamp on the firearm with the head stamp on the cartridge or ammunition box.
3. Put the safety **ON**, if it can be left on during the loading process.
4. Close the actions by moving the bolt handle forward and down, locking the cartridge into the chamber.
5. Put the safety **ON**, it if is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.8. Operating repeating firearms

6.8.0. Overview

a. Many firearms are repeaters. Although they have only one chamber, they can be fired several times in a row because they hold more than one cartridge or shell. Some kind of hand movement must be made by the shooter to load another cartridge into the firing position.

   The most common repeating firearms include the following:

   - bolt action;
   - lever action;
   - pump action; and
   - semi-automatic action.

b. The extra ammunition in a repeating firearm is usually contained in some kind of magazine. Magazines are located in different places depending on the make, model and action of the firearm. There are two common types of magazines:
   - box; and
   - tubular.

6.8.1. Box magazine

The usual location of a **box magazine** is shown in Figure 49. Some box magazines may be removed by depressing a button or latch. Some are not removable.

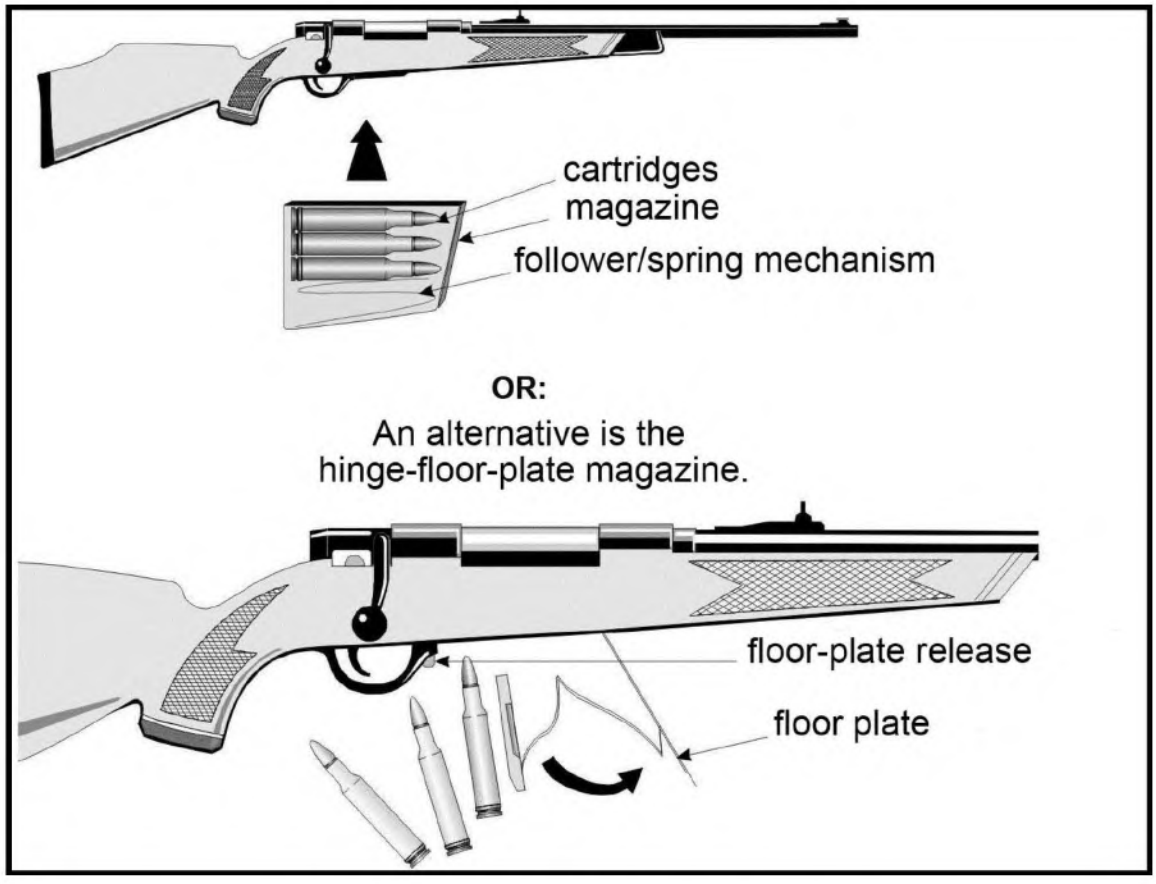


Figure 49. Box-type Magazine

6.8.2. Tubular magazine

a. The tubular magazine is usually found in one of two locations:

- under the barrel; or
- in the stock.

b. Many tubular magazines consist of a removable inner magazine tube (which should be removed when unloading the firearm).

c. To unload tubular magazines, remove the inside tube and let the ammunition drop out of the end of the fixed-tubular magazine or the loading port. If the inner tube is not removable, close and open the action several times to be sure that there is no ammunition in the magazine. Take extra care in performing this procedure because when doing so, the firearm is in the ready-to-fire position.

Ammunition could hang-up in the tubular magazine, due to dirt, rust or dents. Always be sure you can feel or see the magazine follower to confirm that all the ammunition is out.

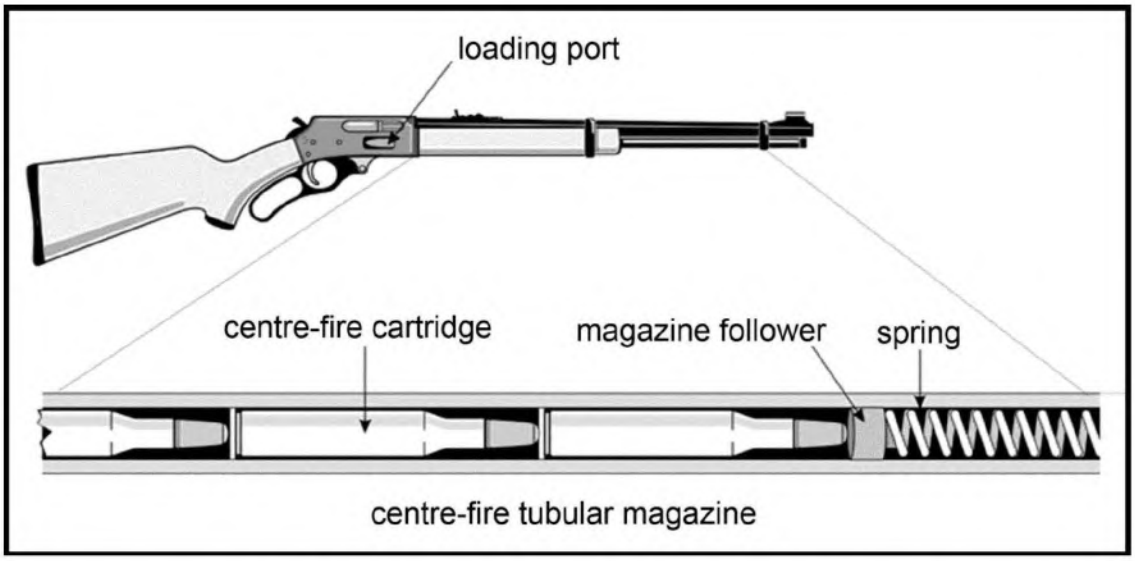


Figure 50. Tubular-type Magazine (centre-fire)

In most cases, using pointed centre-fire ammunition in a tubular magazine is hazardous. If jarred, the point on one of the cartridges may detonate the primer of the one in front of it. Check with ammunition manufacturers for compatibility.

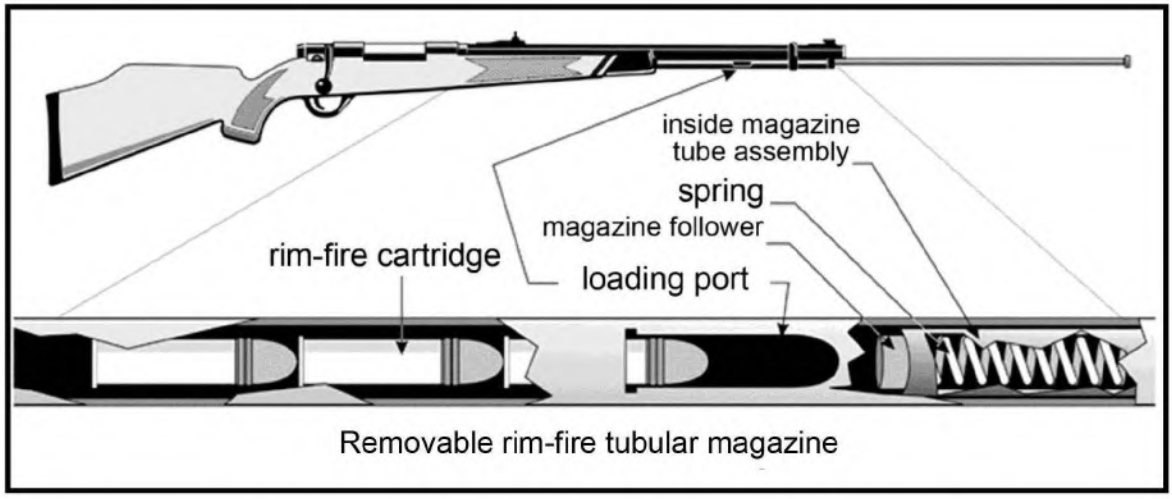


Figure 51. Tubular-type Magazine (rim-fire)

Magazine Capacity Limits

Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted*, sets out the limits for the number of cartridges permitted for different types of magazines.

For example, centre-fire semi-automatic rifles and shotguns including "grandfathered" full-automatics and converted full-automatics— 5-shot magazines.

These restrictions do not apply to rim-fire rifles in general, M-1 Garand rifles and other rare historically valuable magazines that have been specifically exempt, as well as non semi-automatic rifles (pump, lever or bolt action). Prior to July 1993, owners of large-capacity cartridge magazines that were affected by the limits were able to retain them if they had been properly modified to comply with the limits.

6.9. Bolt-action repeaters

6.9.0. Overview

a. Federal, provincial and territorial laws may affect the number of cartridges you are allowed to have in a magazine while hunting. Consult your course instructor or your provincial/territorial hunting authority.

b. A bolt-action firearm operates in a similar way to a door bolt. This action is very strong and is most often used on rifles.

c. The safety mechanism is usually located on top of the action above the trigger area on the left or right side of the bolt. This is often a lever-type safety but can also be a slide/tang located directly behind the bolt (Figure 52).

Never rely on the firearm's safety. Safeties can wear down and may not work properly. Also, a loaded firearm may fire even with the safety on. All mechanical devices can fail.

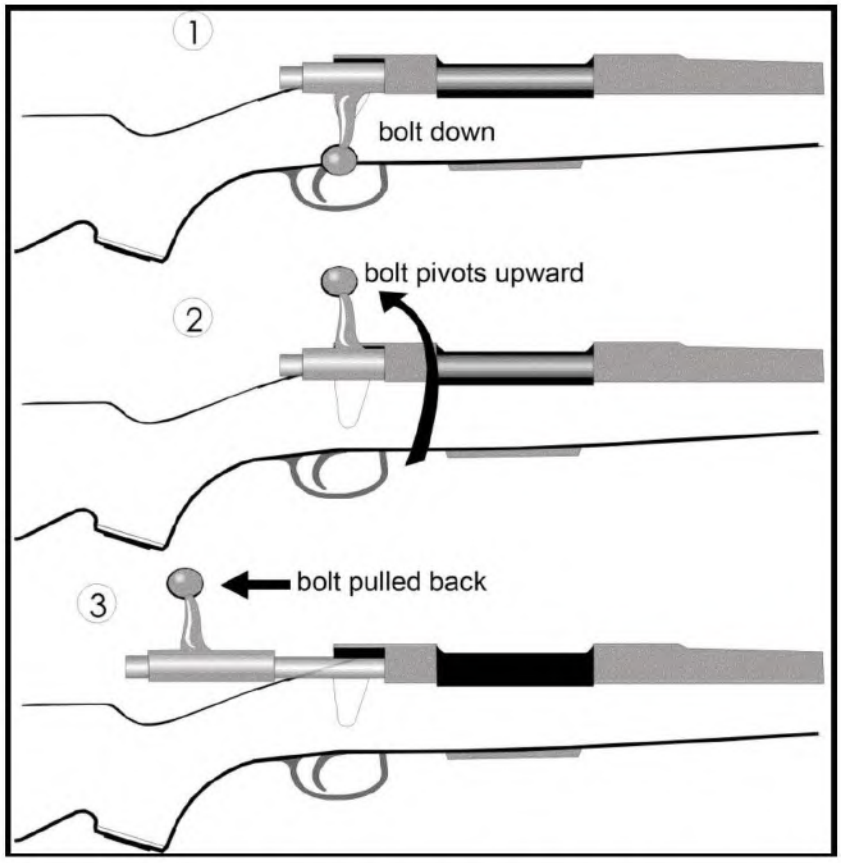


Figure 52. Bolt-action Repeater

6.9.1. Unloading procedure: ACTS and PROVE it safe

Before attempting to unload a firearm, follow the Vital Four ACTS of Firearm Safety and PROVE it safe.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - Open the action by moving the bolt handle (typically up and to the rear). This should extract and eject any ammunition or empty casing/hull from the chamber. If not ejected, remove it by hand.
   - If the magazine (inner tube or box) is removable, remove the magazine.
   - Remove any ammunition using gravity to make it fall out (typically from the front of the open end of the tubular magazine).
   - If the ammunition cannot be removed in any other way, cycle all the cartridges through the chamber to get them out.
   - Leave the action open.
3. **O**bserve the chamber to confirm that there is no ammunition or empty casings/hulls.
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casings/hulls, or foreign objects. Make certain that you see or feel the follower, if one is present.
5. **EX**amine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.9.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure—**ACTS and PROVE it safe**.

2. Select and place the correct ammunition into the magazine by matching the data stamp on the firearm with the head stamp on the cartridge or the ammunition box.

3. Put the safety **ON**, if it can be left on during the loading process.

4. On some firearms, you must release the spring tension on the follower at this point.

5. Re-apply spring tension to the follower or insert the magazine, if necessary.

6. Close the action by moving the bolt handle (typically forward and downward), feeding and locking a cartridge into the chamber.

7. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is loaded.

Always be sure of your target and beyond.

6.10. Lever-action repeaters

6.10.0. Overview

a. A lever-action firearm has a metal handle located just behind the trigger (Figure 53). This action is most often used on rifles.

b. In most cases, the safety mechanism is an exposed hammer. The hammer has three positions—forward, half cock and full cock. When the hammer is in half-cock position, the safety is considered to be **ON**. When the hammer is all-the-way-back, it is in full-cock position and the safety is considered to be **OFF**. However, when the hammer is fully forward resting on the firing pin, a sudden blow on the hammer can discharge the firearm.

c. This type of lever action often will not fire unless the lever is fully squeezed against the stock depressing the trigger-block safety.

d. Some modern lever-action firearms also have slide/tang or cross-bolt/button safeties located in the action area.

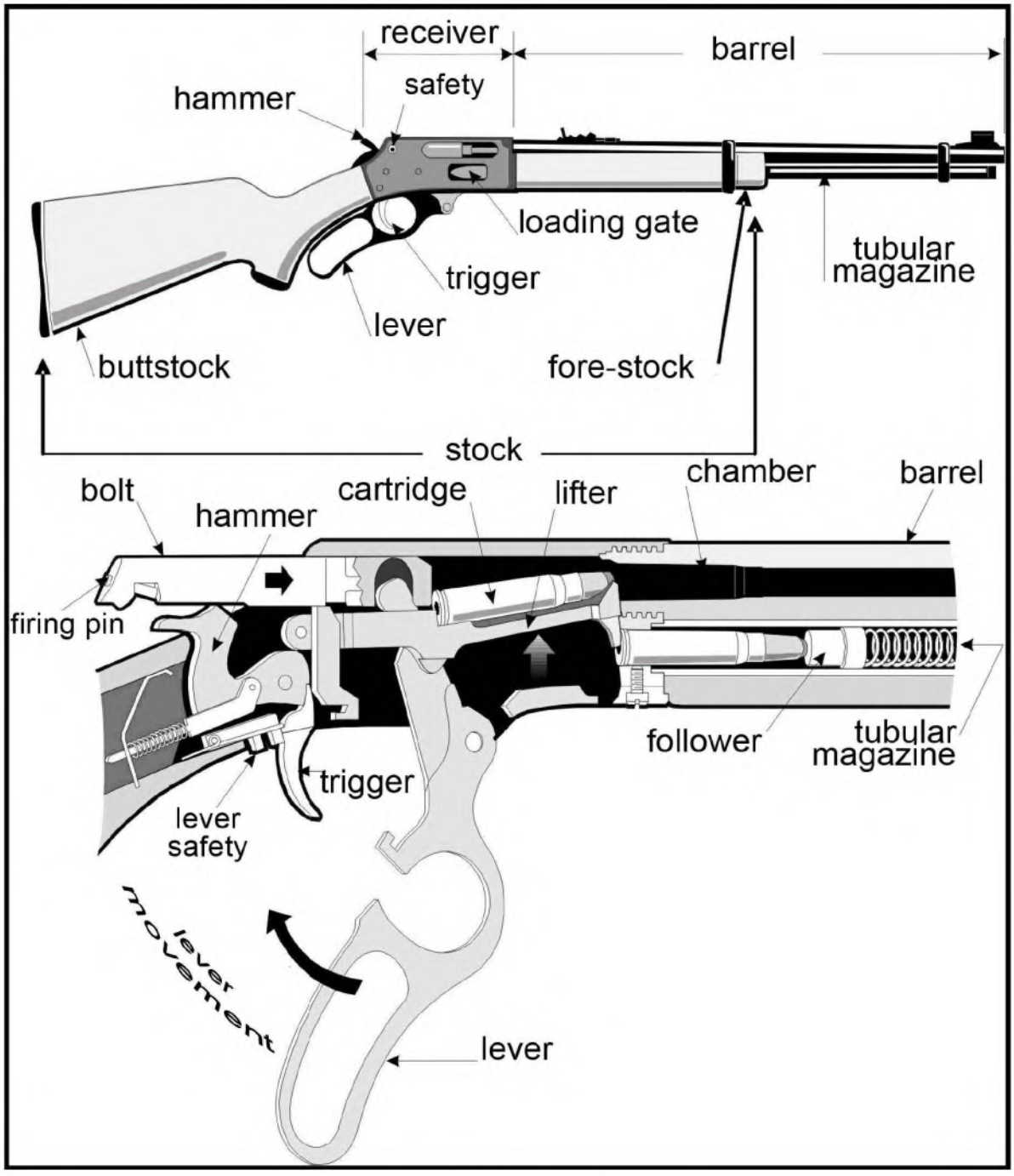


Figure 53. Lever Action

6.10.1. Unloading procedure: ACTS and PROVE it safe

Before attempting to unload a firearm, follow the Vital Four ACTS of Firearm Safety, and PROVE it safe.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all cartridges as follows:
   - Open the action by moving the lever downward. This should extract and eject any cartridge or empty casing from the chamber.
   - If the magazine (inner tubular or box) is removable, remove the magazine.
   - If it cannot be removed, and if spring tension to the follower can be released, release it.
   - If applicable, remove any cartridges using gravity to make them fall out (typically from the front of the open end of the box or inner-tubular magazine or, when not removable, from the loading port), then
   - Re-apply spring tension to the follower, if not, cycle the action repeatedly until the feeding path is clear (close and re-open it).
   - Leave the action open.
3. **O**bserve the chamber(s) to confirm that there is no cartridge or empty casings/hulls.
4. **V**erify by inspecting the feeding path to make sure it is empty of cartridges, empty casings/hulls or foreign objects. Make certain that you see or feel the follower, if one is present.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.10.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure, **ACTS and PROVE it safe**.

2. Select and place the correct ammunition into the magazine by matching the data stamp on the firearm with the head stamp on the cartridge or the ammunition box.

3. Put the safety **ON**, if it can be left on during the loading process.

4. Close the action by moving the lever, feeding and locking a cartridge into the chamber.

5. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.11. Pump-action repeaters

6.11.0. Overview

a. The pump-action firearm is sometimes called the slide or trombone action because the fore-end of the stock is pumped back and forth to operate the action. It permits rapid reloading with a simple movement of the firearm-supporting hand without moving the muzzle away from the target. This action is most commonly used on shotguns. Either a box or a tubular magazine may be used.

b. The **safety mechanism** on most modern pump actions is either a slide/tang or cross-bolt/button safety located in the action area. The button is usually at the front or rear of the trigger guard. The slide/tang is frequently on top of the action. The action release is also found at the trigger guard (Figure 54).

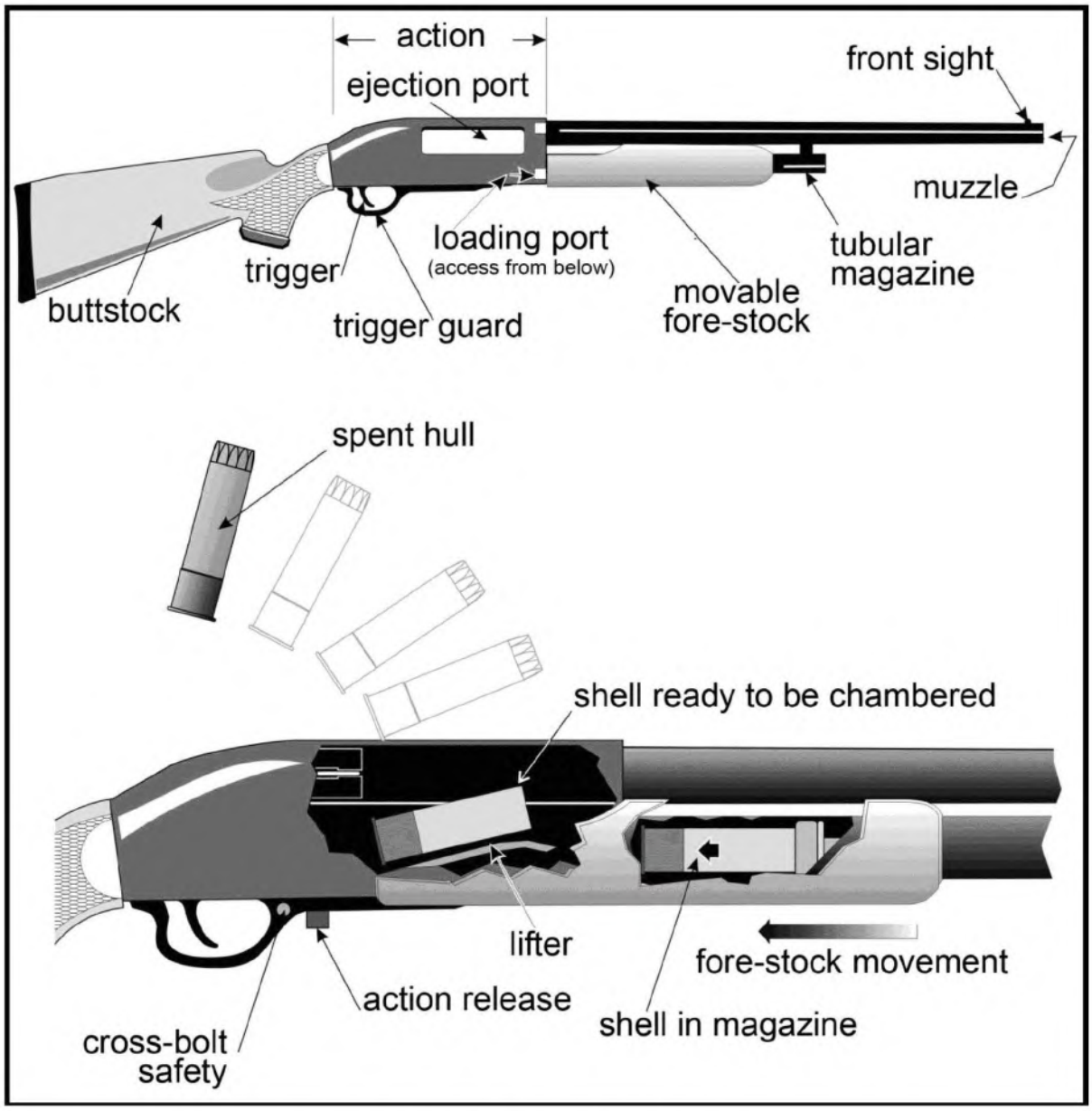


Figure 54. Pump Action

6.11.1. Unloading procedure: ACTS and PROVE it safe

Before attempting to unload a firearm, follow the Vital Four ACTS of Firearm Safety and PROVE it safe.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - Open the action by depressing the action release and sliding the fore-stock to the rear. This should extract and eject any ammunition or empty casing/hull from the chamber. If not ejected, remove it by hand.
   - If the magazine is removable, remove the magazine. Remove any ammunition using gravity to make it fall out (typically from the front of the open end of the tubular magazine).
   - If ammunition cannot be removed in any other way, cycle all the cartridges through the chamber to get them out.
   - Leave the action open.
3. **O**bserve the chamber(s) to confirm that there is no ammunition or empty casings/hulls.
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casings/hulls or foreign objects. Make certain that you see or feel the follower, if one is present.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.11.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure: **ACTS and PROVE it safe**.

2. Select and place the correct ammunition into the magazine by matching the data stamp on the firearm with the head stamp on the cartridge or ammunition box.

3. Put the safety **ON**, if it can be left on during the loading process.

4. Move the fore-stock to the forward position to close the action.

5. Cycle the action moving a cartridge from the magazine into the chamber.

6. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.12. Semi-automatic action repeaters

6.12.0. Overview

a. This action can be found on rifles and shotguns.

b. With each pull of the trigger, the semi-automatic action uses part of the energy of the expanding gas from the burning powder to extract the empty cartridge case and to reload the chamber. In other words, no hand movement is needed to load another cartridge into the firing position; each time a cartridge is fired, another is loaded into the chamber (Figure 55).

c. Semi-automatic safeties vary considerably. The safety mechanisms commonly used are cross-bolt/button and slide/tang types. Occasionally, internal safeties such as a magazine disconnect are used. These prevent the firearm from firing when the magazine is not in place.

Magazine Capacity Limits

Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted*, sets out the limits for the number of cartridges permitted for different types of magazines.

For example, centre-fire semi-automatic rifles and shotguns, including "grandfathered," full-automatics and converted full-automatics, have 5-shot magazines.

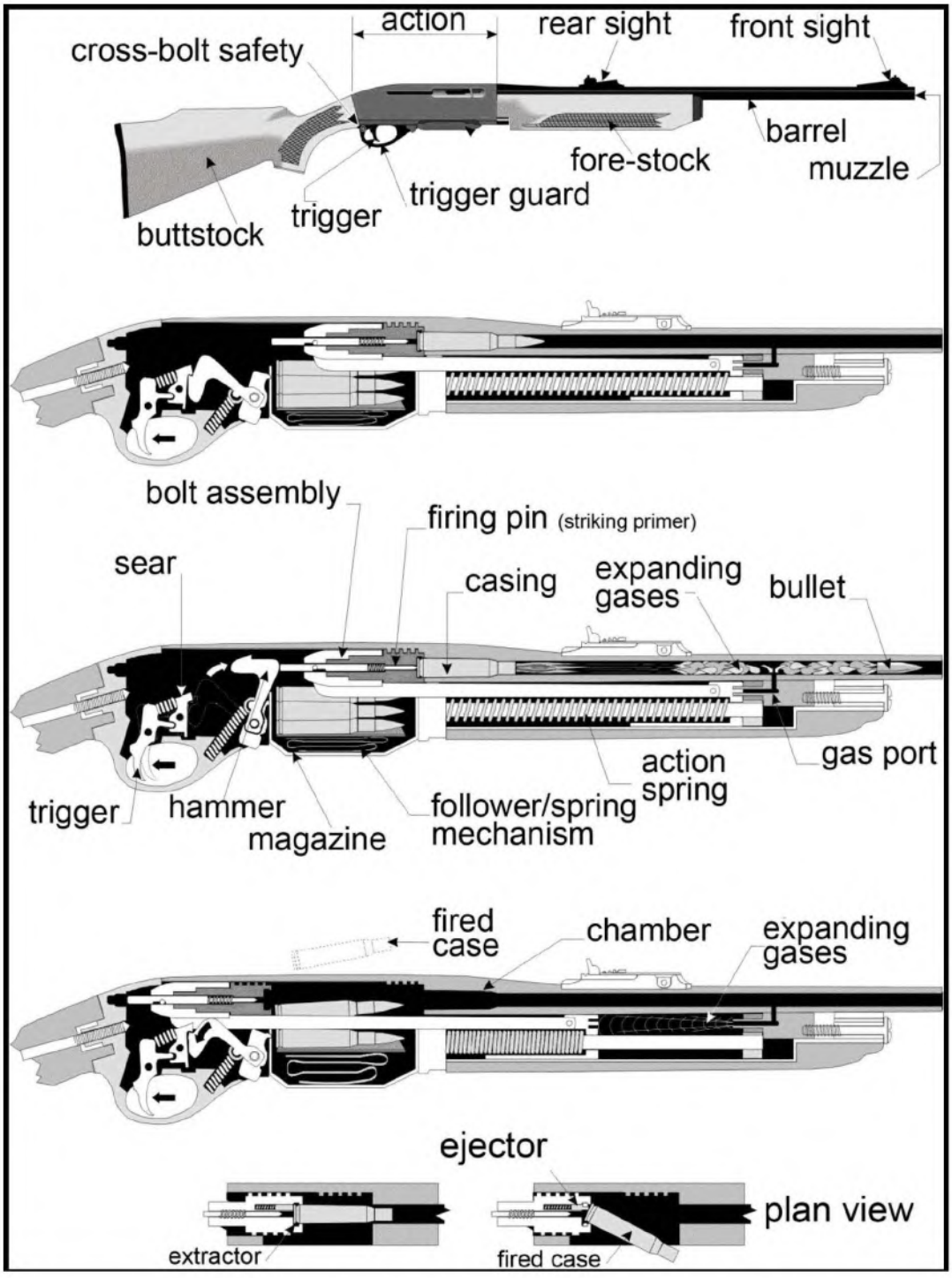


Figure 55. Firing Sequence of a Semi-automatic Rifle

6.12.1. Unloading procedure: ACTS and PROVE it safe

Before attempting to unload a firearm, follow the Vital Four ACTS of Firearm Safety, and PROVE it safe.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - If the magazine (inner tubular or box) is removable, remove the magazine. If applicable, remove any cartridges using gravity to make them fall out (typically from the front of the open end of the tubular magazine).
   - If the ammunition cannot be removed in any other way, cycle all the ammunition through the chamber to get them out.
   - Open the action by operating the cocking device (slide or bolt). This should extract and eject any ammunition or empty casing/hull from the chamber.
3. **O**bserve the chamber(s) to confirm that there is no ammunition or empty casings/hulls.
4. **V**erify by inspecting the feeding path to make sure it is empty of ammunition, empty casings/hulls or foreign objects. Make certain that you see or feel the follower, if one is present.
5. **E**xamine the bore(s) for lubricant, rust or obstructions, every time you pick up a firearm.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe. Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

6.12.2. Loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure, **ACTS and PROVE it safe**.

2. Select and place the correct ammunition into the magazine by matching the data stamp on the firearm with the head stamp on the cartridge.

3. Put the safety **ON**, if it can be left on during the loading process.

4. Replace the magazine.

5. Close the action by operating the action release, locking ammunition into the chamber.

6. Put the safety **ON**, if it is not already on.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

6.13. Firearm malfunctions

Generally, when using commercially made ammunition and a properly maintained firearm, malfunctions will not occur. Firearms jammed with a cartridge or shell in the chamber(s) can be a hazard. This hazard, if not dealt with properly, may result in a serious incident. Consult a qualified person or gunsmith for information on how to perform this function in the safest possible manner with your particular firearm.

6.14. Review questions

1. Name the safety that is located on top of the receiver, which is operated by sliding it forward or backward with your thumb.

2. Name the safety where the hammer is pulled back to the first click, away from the firing pin.

3. When operating a cross-bolt safety, what indicates that the gun is ready to fire? Describe this position.

4. Name the safety which is released when the lever action is pulled tight against the stock allowing the gun to shoot.

5. Write out in full the expansion of the following two acronyms:

A –

C –

T –

S –

P –

R –

O –

V –

E –

MODULE 7:

SAFE HANDLING AND CARRYING OF NON-RESTRICTED FIREARMS

MODULE 7: SAFE HANDLING AND CARRYING OF NON-RESTRICTED FIREARMS

7.0. Overview

This section looks at personal safety protection and shows you how to safely handle non-restricted firearms in the following situations:

- entering or leaving vehicles;
- shooting at a firing range;
- outdoors; and
- shooting or hunting with a group.

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged. A safe practice is not to chamber a cartridge until ready to fire.

7.1. Range commands

The following are examples of typical range commands:

- "The range is active".
- "Cease-fire".
- "The range is no longer active".

Range commands and signals vary between shooting sports, ranges and jurisdictions. Be sure you are aware of and clearly understand the commands used in your area. If you are unsure, ask the Range Officer (RO) or a local official before you go to the range (Appendix G: Visual Range Signals and Devices).

7.2. Personal safety protection

7.2.0. Overview

Like many active sports, shooting has the potential to cause personal injury. The careful shooter takes steps to avoid these injuries by wearing personal safety protection.

7.2.1. Sight protection

a. There is a risk of eye injury in shooting. Shooters going through thick brush can be injured by twigs and branches. Target shooters also risk eye injury. This can come from ejected cartridge casings. It can also come from cartridge casing fragments and other debris ejected during firing.

b. To avoid these hazards, shooters should wear safety glasses made of impact-resistant glass or polycarbonate plastic with side shields (Figure 56). They also guard against firearm malfunctions, stray shotgun pellets or bullet fragments.

Figure 56. Sight and Hearing Protection

7.2.2. Hearing protection

a. Continued unprotected exposure to shooting noise will cause hearing loss. The noise level of a gunshot is similar to that of a jet engine taking off at close range. The need for hearing protection is obvious.

b. Several types of hearing protection are available. On the firing range, shooters should always wear headphone-type hearing protectors (Figure 56). These protectors provide reasonable sound protection. They can also be used for years with minimum maintenance.

c. Earplugs are available in several types. Disposable earplugs are made of foam or wax, but they can only be used once.

d. There are also reusable earplugs made of rubber available in several sizes. They require care and cleaning after use.

e. For maximum hearing protection, it is highly recommended that both earplugs and headphone-type hearing protectors be worn.

7.2.3. Slips and falls

a. The risk of slips and falls may occur when handling firearms. This can best be avoided by using common sense.

b. If you do fall, remember your first action should be to control the muzzle of the firearm.

c. In the field, pick out the safest trail. Do not depend on surrounding branches to support your weight. Do not cross streams on wet logs or wobbly stones with a loaded firearm.

d. Wearing deep tread high boots will reduce the possibility of slips. They will also protect your ankles and legs from cuts and scrapes.

e. It is recommended that you wear blaze orange when hunting. Some provinces require this by law.

f. Beware of cumbersome clothing like bulky jackets or wading boots. They can cause you to get tangled. They can also interfere with the safe handling of your firearm.

Occasionally, a hot, ejected cartridge casing may come in contact with unprotected skin. This can cause a shooter to flinch. The sudden movement could result in unsafe muzzle control or unintentional discharge. Therefore, button up the collar and sleeves of your shirt or blouse. This way, a hot cartridge casing cannot get inside.

7.3. Safety procedures on an approved range

Every range has rules of safe behaviour. These may vary but will normally include the standard ones shown below:

- The muzzle must always be pointed down range.
- The action of any firearm must be open at all times, except when actually shooting.
- Firearms must only be loaded, unloaded and discharged at the firing line.
- No firearm is loaded until the command to load is given by the RO.
- Fingers must be kept out of the trigger guard and off the trigger until the firearm is pointed down range.
- Upon the command "cease-fire," all firing stops at once. Firearms are unloaded. Actions are opened. Firearms are laid on the mat or on the table. Their muzzles point in a safe direction down range. The shooter steps back from the firing line, behind the "cease-fire" line.
- The RO will inspect each firearm before allowing anyone to go forward of the firing line.
- During a "cease-fire," no one will handle firearms or ammunition or return to the firing line. At this point, wait for further range commands before any further activity. Persons not engaged in changing targets down range should stand well behind the cease-fire line.
- Use hearing and sight protection.

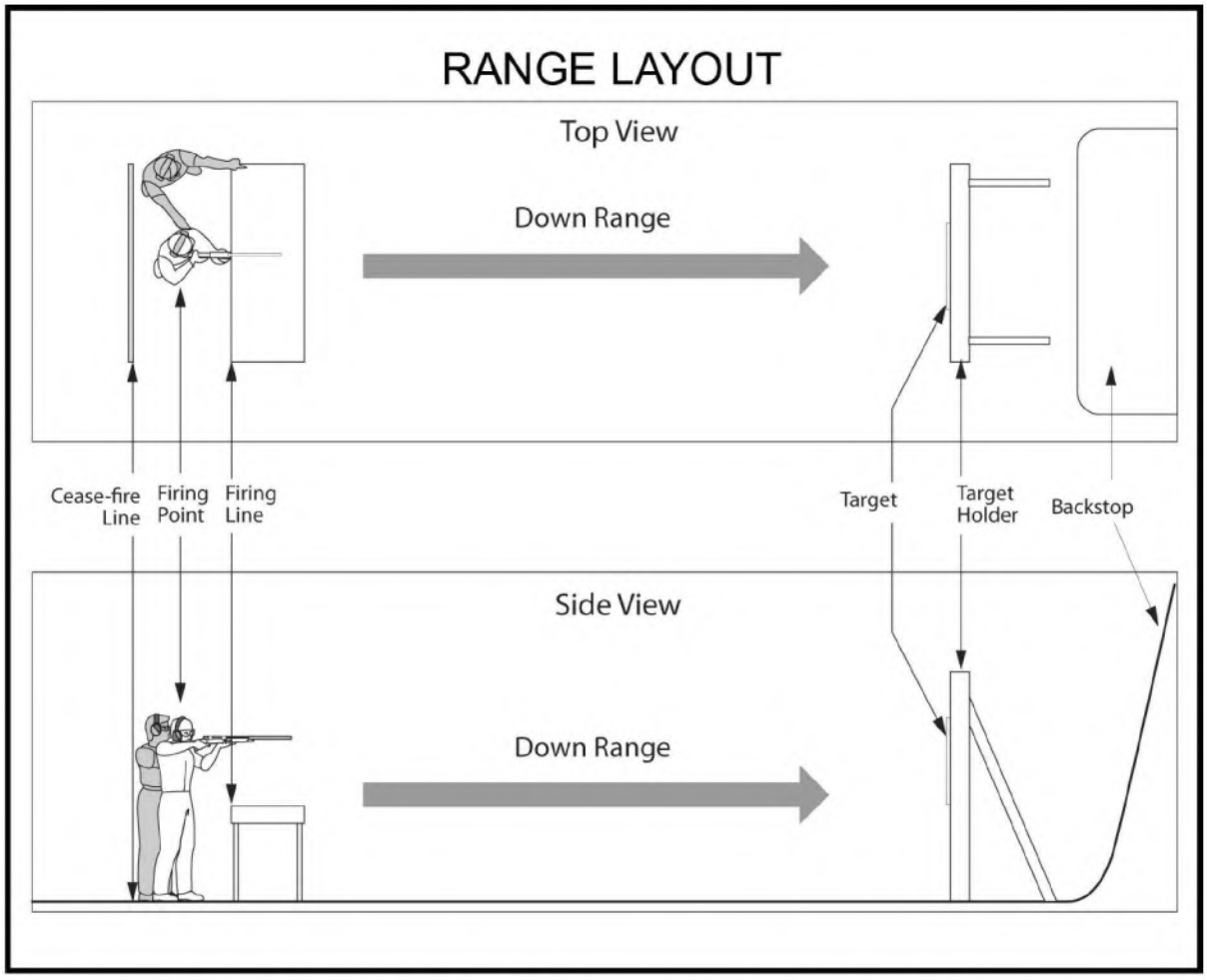


Figure 57. Range Layout with Direct Supervision

7.3.1. Additional range safety suggestions

In an emergency, anyone can call a "cease-fire."

There are other rules we recommend you follow:

- Minors and guests, who do not have a valid firearms licence, must be under direct and immediate supervision while shooting. Check with your range for any further restrictions.
- Firearms should be checked by the RO on the "cease-fire." This is to be sure that all actions are opened and no cartridges are in the breech.
- Unloaded firearms not in use are to be placed in the designated area with the action open or kept in a case. They should be moved with the muzzle pointed in the safest available direction or cased at the firing line.
- Never allow horseplay, careless handling of firearms or any other distraction while shooting is in progress.
- Make sure that you are using the correct ammunition for your firearm, and as approved by the range.
- Never shoot at target holders or other range equipment.
- Do not discharge firearms outside of designated range property or posted range use times.

> Direct and immediate supervision is defined as the supervisor being within arm's reach of the shooter at all times when shooting activity is being supervised.

Where shooting activities are regularly scheduled, the CFO for a province or territory must issue an approval under the authority of the *Firearms Act.* Such ranges are subject to rules and procedures that may differ from province to province. Check with your local authorities.

7.4. Range courtesy

There are certain standards of range courtesy. Rules and procedures vary between ranges. Check and obey local rules. Some of these standards are listed below:

- There should be a safety briefing before starting.
- Sign in to the firing range upon arrival, if required.
- Avoid interrupting or distracting others when they are shooting.
- Do not smoke on the firing line.
- Ask the owner's or shooter's permission before handling that person's firearms or equipment.
- Leave enough space between you and others to ensure safety.
- If firing particularly smoky firearms, shoot from downwind of other shooters on the firing line. Black-powder firearms are especially smoky.
- Do not fire on other people's targets, targets not directly down range from yourself or any target that may disturb others.
- Those firing semi-automatic firearms should take a firing point where other people will not be disturbed by ejected casings.
- Rapid firing may disturb shooters sighting-in or doing deliberate target work.
- When the line is clear, clean up after shooting, pick up cartridge casings and take down targets.
- Put away any range-owned equipment you have used, i.e., sandbags or bench rests.

7.5. Safe handling of firearms in vehicles

a. The word **vehicle** may include boats, cars, recreational vehicles, snowmobiles, sleds, private aircraft, and/or all-terrain vehicles, depending on your particular jurisdiction.

b. When handling firearms around any type of vehicle, follow the steps below:

1. **Never have a loaded firearm in or on any vehicle unless you are allowed to shoot from that vehicle.** Unload before entry. Load only after leaving.

2. It is especially difficult to control muzzle direction when entering or leaving vehicles. Take extra care to point the muzzle in the safest available direction at such times.

3. When a firearm is in a vehicle, it must be placed in a secure position where it will not be dislodged or stepped upon.

Check with provincial or territorial authorities in your area. They can inform you of how the transportation of firearms is regulated locally.

Example of an Incident

A duck hunter placed his loaded shotgun into his boat and climbed in. His dog then jumped into the boat, landing on the shotgun. The firearm fired, fatally shooting the hunter in the stomach.

Contributing factors:

- unsafe muzzle direction;
- loaded firearm in a vehicle; and
- firearm in an unsecured position.

7.6. Safe handling of firearms outdoors

a. Always remember that people or livestock you cannot see may be close enough to be injured. Be aware of the dangerous range of your firearm and ammunition.

b. Control the muzzle direction at all times. Keep the safety ON until you are ready to use the firearm.

c. Under all circumstances, protect the trigger and safety while carrying your firearm. A twig or branch may catch the trigger, put the safety off, or swing the muzzle around.

d. When carrying a firearm, remember that you can slip and fall causing a discharge. Plan how to protect the firearm and control its direction if you fall, and if possible, unload it before crossing uneven ground or ice.

e. Always be sure of your target and beyond. Don't shoot at game near the top of a hill. People or livestock may be in the line of fire over the hill. Never shoot near a building without permission. Someone may be using it as a shelter.

f. Water, rocks or flat surfaces may cause the bullet to break up or ricochet. Use caution.

g. When you cross a fence or other obstacle, unload your firearm and leave the action open. The same goes for areas that are slippery, rocky or uneven.

h. When crossing a fence alone, unload the firearm and place the firearm under the fence. Make sure the firearm is flat on the ground with the action open and the muzzle pointed away from where you are crossing.

i. If you are in a group, one person should stand away from the crossing point. This person should hold the unloaded and open firearms while the others cross the obstacle.

j. When hunting alone from a pit or blind, unload your firearm and place it outside before entering. Then enter and bring the unloaded firearm into the pit or blind after you.

k. Remember to check your firearm for dirt if you lay it on the ground. This is especially important for the muzzle.

Use binoculars if you need to see something more clearly. Never use a scope mounted on a firearm as a substitute for binoculars to identify persons, animals or objects.

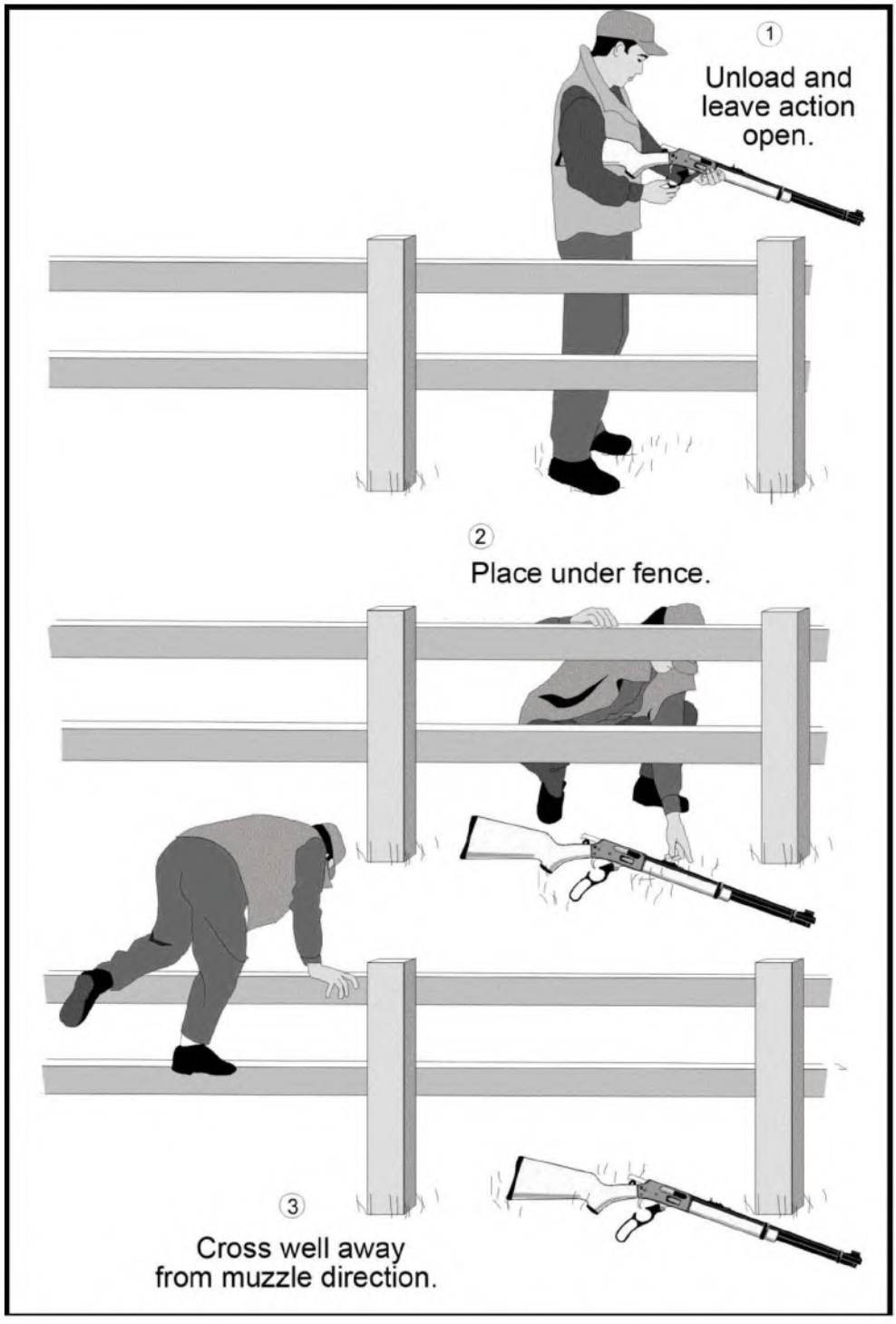


Figure 58. Individual Crossing a Fence Safely

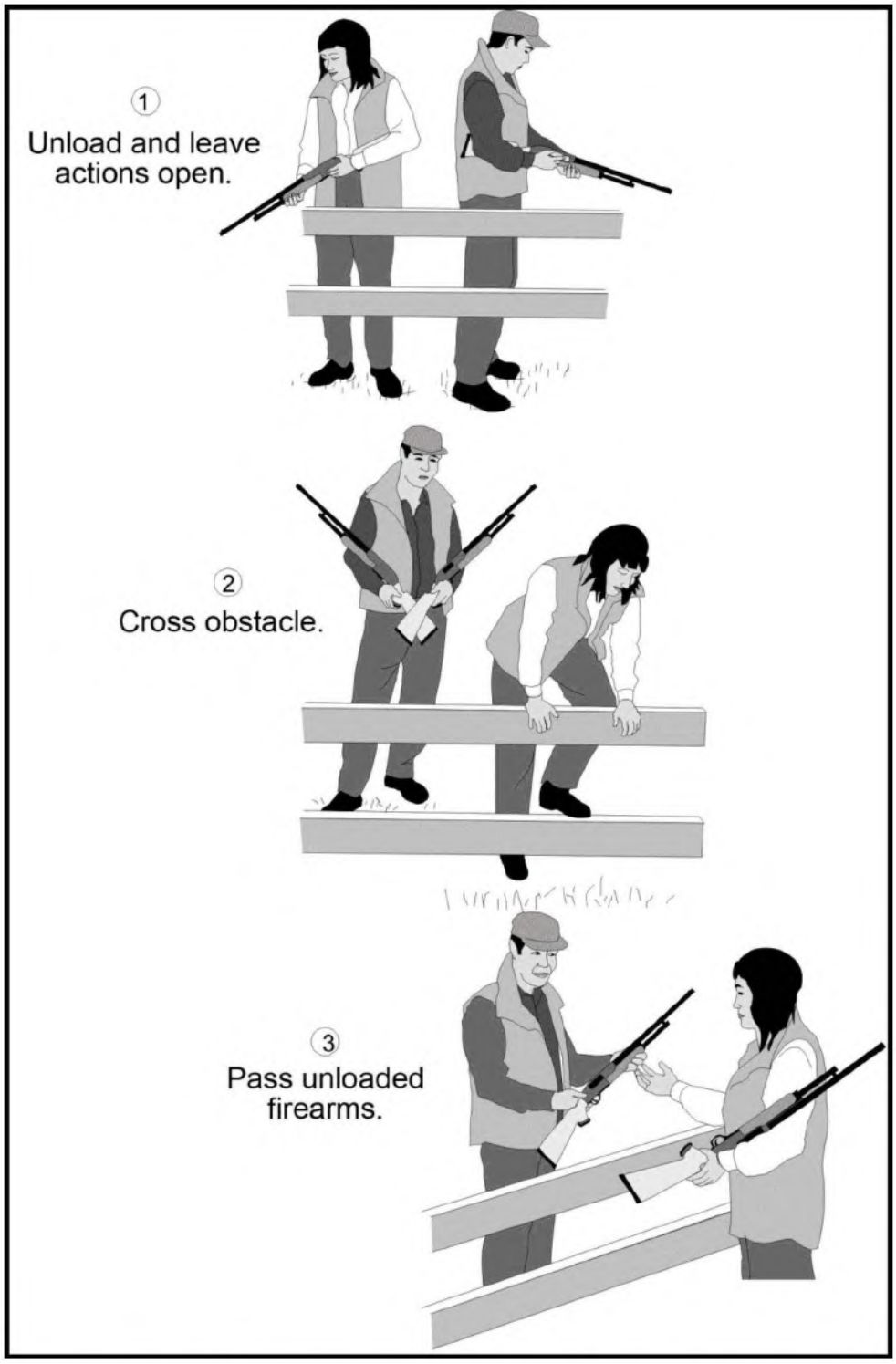


Figure 59. Group Crossing a Fence Safely

7.7. Shooting or hunting with a group

7.7.0 Overview

Any shot fired in the wrong direction might hit another person in your group. Make sure safe zones of fire are established to prevent such incidents. It is very important to follow the safety rules in this Handbook. The rules below are especially important for shooting or hunting with a group.

7.7.1. Informal firing line

An informal firing line is an effective method to use when sighting-in or shooting in a field, with a group of two or more people. Follow these basic safety steps below:

1. Appoint someone as the RO. This person will be responsible for supervising all of the following steps.
2. Follow the normal range commands and procedures.
3. Set up a firing line. Firearms may only be uncased, handled and loaded at this firing line. This must be done under the RO's direction.
4. Be sure that the appointed RO explains the procedures to everyone in the group.
5. Decide on a safe shooting zone for each shooter. Make sure there is a safe backstop. This will be the only direction in which muzzles can be pointed and firearms fired.

7.7.2. Safe zones of fire

a. It is worth emphasizing again. Any shot fired in the wrong direction by a group member might hit another person. This is true for all shooting situations. Before starting, everybody should agree on which area each shooter will cover in order to prevent this (Figure 60). This will clearly define each individual's safe zone of fire.
b. Positions change when you advance through the field. You should always know exactly where your shooting partners are. Guard both them and yourself against being unintentionally shot.

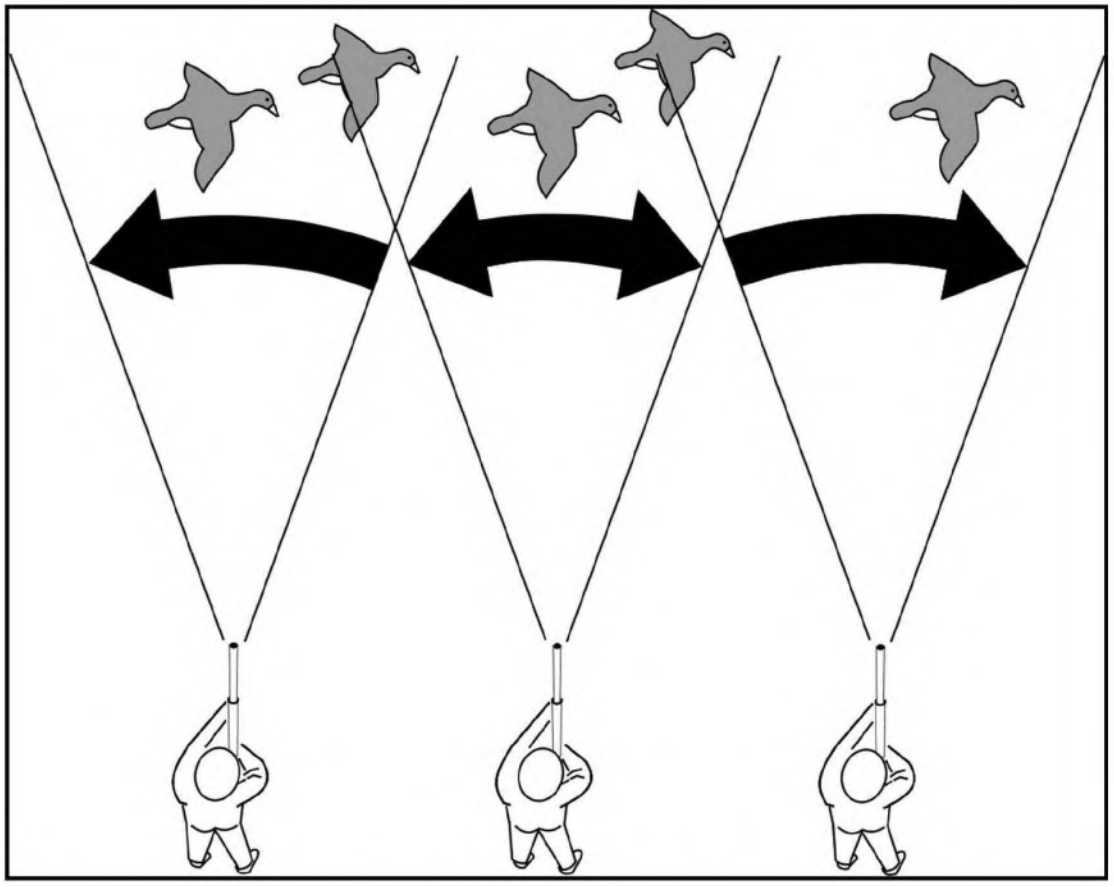


Figure 60. Safe Zones of Fire

Always know exactly where your shooting partners, or others, are.

7.8. Carrying positions

Muzzle direction is all-important when carrying firearms. You can control muzzle direction safely if you use proper carrying positions. When carrying firearms, you must always be aware of the possibility of slips or falls.

Figure 61. Two-hand or Ready Carry

Two-hand or ready carry
The two-hand or ready carry is the safest carry for shooters. It gives you the best control of the firearm and muzzle and also allows you to get into shooting position quickly.

Cradle carry
The cradle carry is a safe carry when shooting alone. However, in this carry, the muzzle points to one side. The other person has to walk on the opposite side of the muzzle.

Figure 62. Cradle Carry

Figure 63. Elbow or Side Carry (action open)

Elbow or side carry
The elbow or side carry is safe when walking in open terrain. However, do not use the side carry when walking through bush. Branches can get tangled around the firearm and push the barrel towards you. Do not use the side carry when others are ahead of you.

Trail carry
The trail carry is best used when you are alone or standing still. Otherwise, it is not recommended.

Figure 64. Trail Carry

Figure 65. Shoulder Carry

Shoulder carry
The shoulder carry is the least safe of all carries. In a fall there is poor muzzle control. It must not be used for loaded firearms. Special care must be taken to keep the muzzle pointed upward. Do not use this carry when others are with you.

Sling carry
The sling carry leaves both of the hunter's hands free. However, do not use this carry when walking in dense bush. Your firearm may get caught in brush and be pulled off your shoulder. Also, twigs and other debris may fall into the upright barrel. If the hunter bends sharply forward, this carry is dangerous to those in front.

Figure 66. Sling Carry

Which carry you use will depend on where your companions are and the kind of terrain that you are walking on. Never use a carry that will cause the muzzle to be pointed at another person.

7.9. Review questions

1. List the two items of personal protective equipment one is required to wear before entering a gun range.
2. List the four procedures to follow when the "cease-fire" command is given.
3. What direction is safe to point your firearm, when on the firing line?
4. What is the supervision responsibility for minors on a gun range?
5. You must agree on who shoots where, when shooting outdoors with a group. This is called the…?
6. List the carrying positions for firearms and their direction of discharge if the firearm was to accidentally fire.

MODULE 8:

FIRING TECHNIQUES AND PROCEDURES FOR NON-RESTRICTED FIREARMS

MODULE 8: FIRING TECHNIQUES AND PROCEDURES FOR NON-RESTRICTED FIREARMS

8.0. Introduction to marksmanship

a. Marksmanship is the ability to hit your mark or target. Good marksmanship is important for safe shooting. If you are not certain where the bullet will go, how can the shot be safe?

b. Marksmanship depends on many factors, including anticipation, shooting position, aim, trigger control, controlled breathing and follow-through. These factors are discussed in this module.

8.1. Anticipation

When using a firearm, you must always be thinking about the possible situations and shots that may occur. The following are some examples:

- Will game appear suddenly?
- Where are the others in my shooting group?
- Is there a chance that the bullet will be deflected by a tree, a rock or water?
- Could someone be just over that hill?
- Where will the bullet go if it passes completely through the target?

Always judge the possible results of every shot carefully before firing.

8.2. Shooting positions

8.2.0. Overview

If you are left-handed, reverse the procedures for each shooting position. Left-handed shooters should consider using firearms that are manufactured specifically for left-handed use.

8.2.1. Rifles

The four shooting positions for rifles are as follows:

1. standing position;
2. kneeling position;
3. sitting position; and
4. prone position.

Standing position

a. The standing position is the least stable shooting position from which to fire.

b. To shoot from the standing position, first, turn your body approximately 45° to the right of the target. Place your feet shoulder width apart. Support the rifle with your left arm and hand. Hold the left arm against your body for extra support where possible. Hold the stock firmly against your shoulder with the right hand. Keep holding the rifle firmly but not tightly.

c. If there is too much movement, do not shoot. Rest or support the rifle on a stable object such as a tree or large rock. In such situations, padding beneath the firearm is recommended. Using a sling will help steady your shot.

Figure 67. Standing Position

2. Kneeling position

a. The kneeling position is better than the standing position but not as steady as either the prone or the sitting positions.

b. Turn to about a 45° angle to the target. Kneel on your right knee and place your left foot slightly forward. Sit on the heel or the side of the right foot. Place the left elbow near you but not on the bony part of the left knee, as far under the rifle as you can.

Figure 68. Kneeling Position

3. Sitting position

a. The sitting position is one of the steadiest shooting positions.

b. Sit solidly on the ground, with your legs crossed or open, and your body positioned about 30° to the right of the line of aim.

c. Place your left elbow near, but not on, the bony part of the left knee. Tuck the elbow as far under the rifle as possible. Place the right elbow on or near the right knee.

d. Hold the rifle firmly but do not grip it tightly. If bracing your body against a tree or rock to steady your aim, be careful that the recoil will not force you against the support.

Figure 69. Sitting Position

4. Prone position

a. **The prone position is the steadiest shooting position.**

b. It is good for firing accurate long distance shots if tall grass or dense brush does not obscure the line of sight to the target.

c. Lie on your stomach with your body angled slightly to the left of the line of aim. Keep your back straight and legs in a relaxed position. The right leg should be bent slightly. Both elbows should be bent and your shoulders curved slightly forward to form a solid upper-body position. The upper body and arms support the rifle weight.

d. When shooting, you can use a rifle sling for extra support. Hold the rifle grip with the trigger hand. Place your opposite arm through the sling as far as it will go. Swing your arm in an outward circular motion, ending with your hand under the fore-stock of the rifle and the sling across the back of your hand.

Figure 70. Prone Position

8.2.2. Shotguns

a. Shooting a shotgun is different from shooting a rifle. With a rifle you aim precisely. With a shotgun you point at the target (Figure 71). Some shotguns are equipped with adjustable sights and are primarily used to fire slugs.

b. Accurate shotgun shooting requires you to make a fast but smooth series of movements of the eyes, body and firearm. To achieve this, stand like a boxer: feet spread apart, well-balanced, arms and body free to swing right or left. This position allows rapid movement.

c. When firing, shift your body weight to the leading leg. The leading hand holds the shotgun fore-stock and points naturally to the target area. Point the shotgun at the target and slap the trigger. With moving targets, continue to follow through as you fire. Otherwise, the shot will miss behind the target.

d. Naturally, this does not apply when hunting with a rifled barrel.

Figure 71. Shotgun Shooting Position

8.3. Aiming your firearm

8.3.0. Overview

a. Most sights are mounted on the top of the barrel (Figure 72). Their purpose is to help the shooter aim accurately.

b. There are four main types of sights:

- open sights;
- peep sights;
- telescopic sights; and
- electronic sights.

c. Rifles and shotguns may have any of these types.

d. Most shotguns only have a bead mounted on the front of the barrel. This serves as a front sight. Your eye becomes the rear sight.

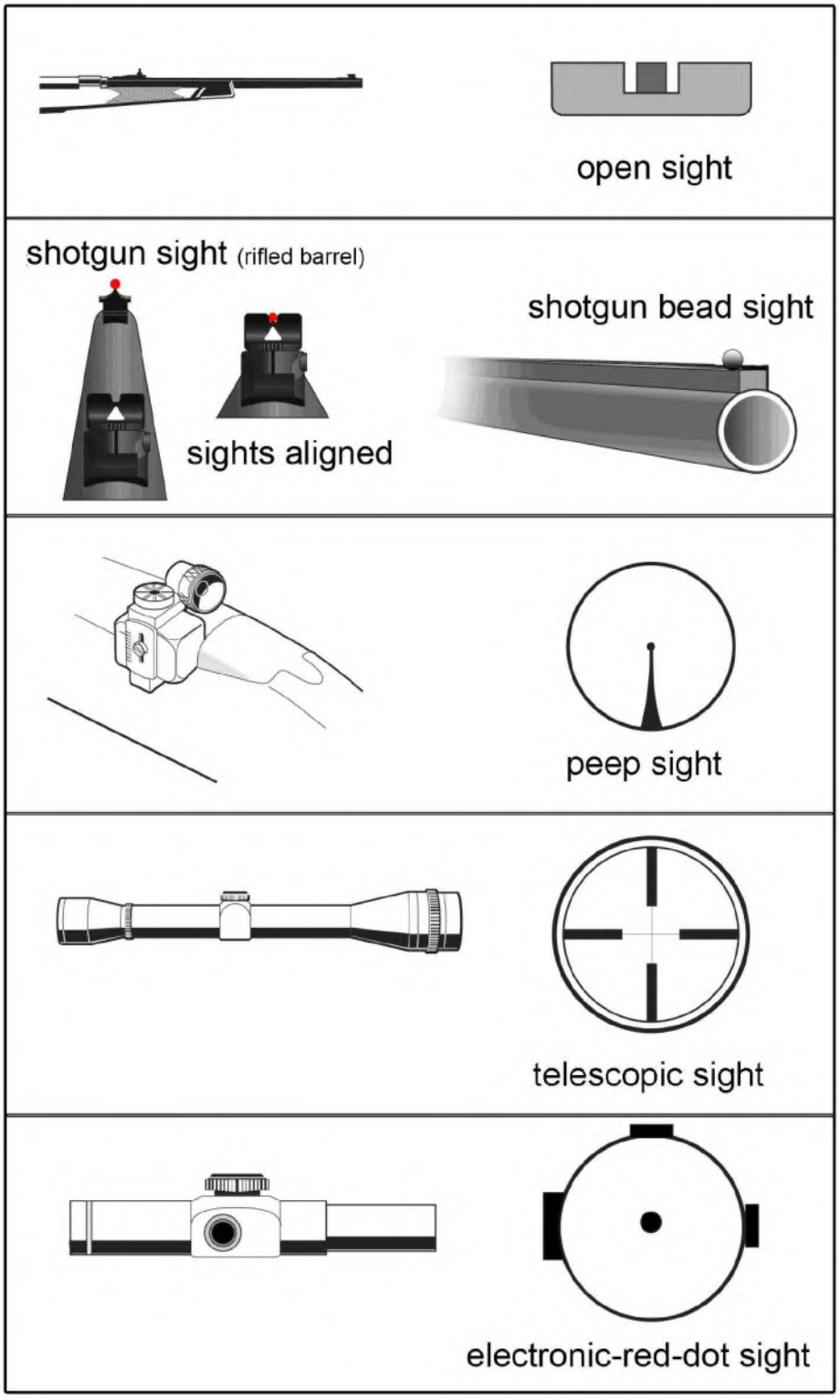


Figure 72. Types of Sights

8.3.1. Aiming rifles

All firearms must be sighted-in for the individual prior to use.

a. Use your master eye for sighting. It is the stronger of your two eyes and will judge speed and range. It will focus more accurately (see section 8.4.1).

b. You must also learn to correctly use your firearm's sight if your aim is to be accurate. Open sights require you to physically line up both rear and front sights with the target. This process is called **sight alignment**. When you aim any sight at a target, **a sight picture** is created.

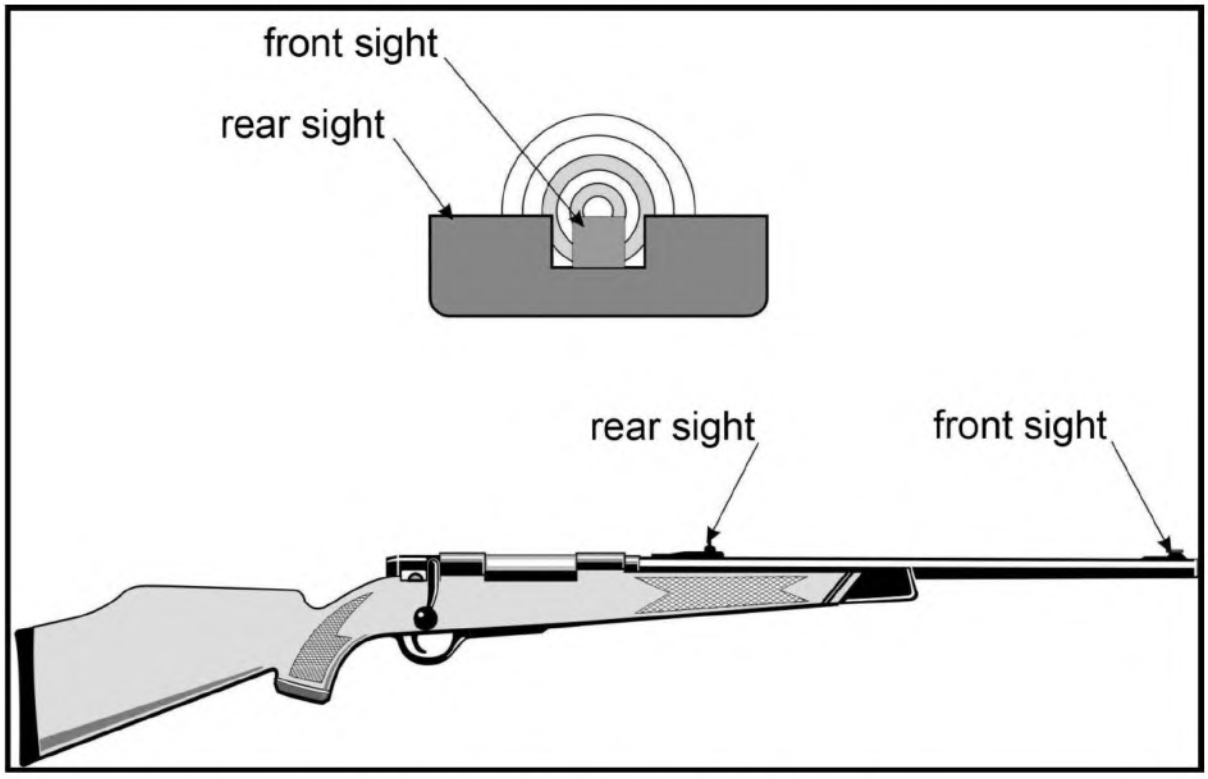


Figure 73. Open Sights Aligned on a Target

c. Scope and electronic red-dot sights do not require conscious alignment. Scope sights also have the advantage of magnifying your view of the target.

d. When preparing to aim through a scope or electronic red-dot sight, do not look away from the target and then try to find the target again by looking through the scope. Instead, while steadily watching the target, mount the firearm correctly to your shoulder pointing the firearm toward the target area until the scope comes up naturally between your eye and the target. Keep your eye well clear of the sight when firing.

Scope sights have a very narrow field of view, so you might not see a person or object coming into the path of your shot. Never use a mounted scope as a substitute for binoculars to identify persons, animals or objects.

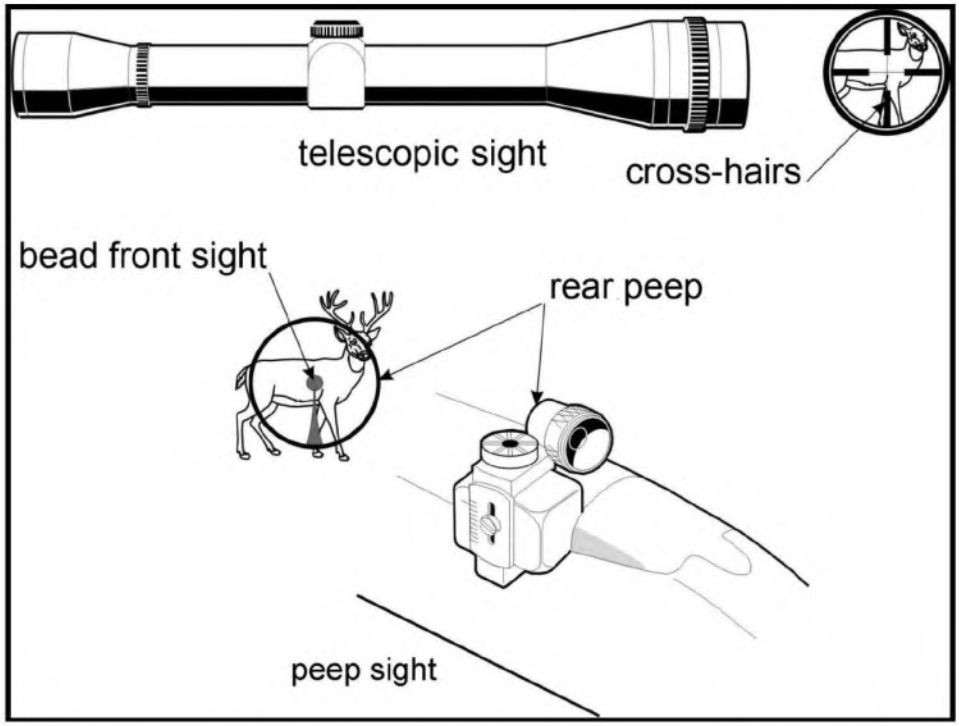


Figure 74. Aperture and Scope Sights Aligned on a Target

8.3.2. Pointing shotguns

a. Pointing a shotgun is different from aiming other firearms. With a rifle, you must aim precisely. With a shotgun, you point at the target. When a shotgun is fired, the shot pellets spread out after leaving the barrel and hit a larger area than a single bullet. Therefore, precise aiming is not as necessary as with a rifle.

b. When using a shotgun, keep both eyes open. Focus on the moving target, not on the firearm barrel or the bead sight. While watching the target, place the shotgun to your shoulder and point it toward the target area. Be sure to place the stock against your cheek first, then against your shoulder. This positions the firearm in exactly the same position each time you shoot.

c. Some shotguns are equipped with adjustable sights and are primarily used to fire slugs. For this type of shotgun, use the same aiming techniques as you would for a rifle.

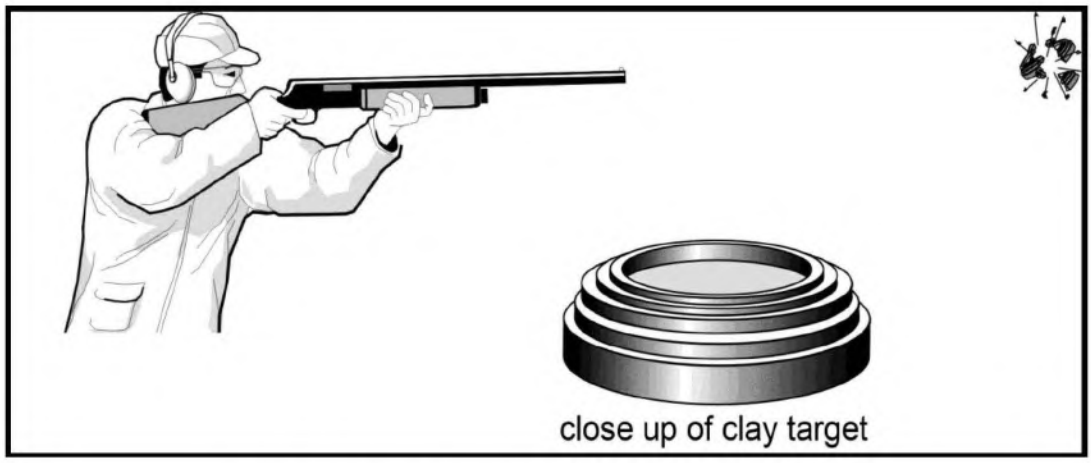


Figure 75. Shotgun Sight Alignment

8.4. Fundamentals of shooting

8.4.1. Sight alignment

To find out which is your master eye, create a triangle using both hands as illustrated in Figure 76. With both eyes open, view an object in the distance from the centre of the triangle. With both eyes remaining open, and keeping the object within the triangle, close the left eye and then open the left eye. Then, close the right eye and then open the right eye. The master eye will keep the object in the centre of the triangle.

Figure 76. Determining your Master Eye

8.4.2. Breathing as it relates to shot release

a. Holding one's breath is not natural. It's not possible to judge how much air is held for each shot release, since there is no gauge on the lungs. The shot must be released in the natural pause of the breathing cycle.

b. We breathe in, we breathe out. There is a natural pause at the bottom of each exhale. It is this natural pause (2.5 seconds) that the shot must be released in. In order to lengthen this natural pause, the shooter has to breathe in deep, force the breath out deeper than normal, breathe in deep again, this time let the breath out normally. The natural pause in the breathing cycle has just been increased to approximately 8.5 seconds. That is plenty of time to confirm sight picture and release the shot, if not, just repeat the process. Breathe in deep, force it out, breathe in deep again, let it out NATURALLY and squeeze the shot off.

c. Figure 77 has been in circulation for over forty years. Unfortunately, some people will sometimes misinterpret it and wrongfully revert to holding their breath.

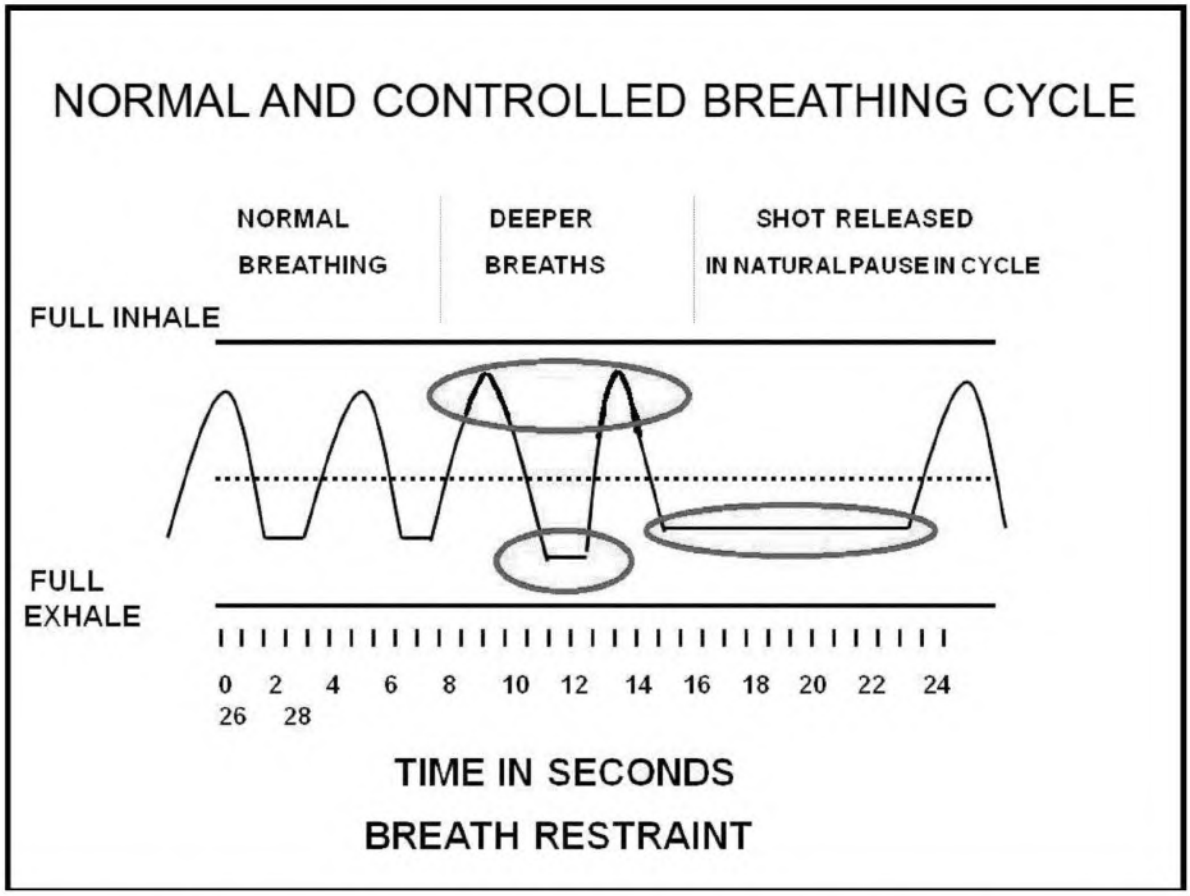


Figure 77. Normal and Controlled Breathing Cycle

8.4.3. Trigger control

Trigger control is essential for accurate shooting.

a. Rifles

When the sights are aligned on the target, squeeze the trigger slowly and steadily. Avoid yanking or pulling. Anything other than a smooth squeeze will cause the firearm to move and send the shot off target. Relax before the firearm fires to allow each shot to happen almost as a "surprise."

b. Shotguns

Shotgun triggers are slapped instead of squeezed. The trigger slap is similar to the action of striking a typewriter key. Slap the trigger quickly, but not hard.

8.4.4. Follow-through

This means maintaining your sight picture and/or shooting position after discharging the firearm. If you do not follow-through, it is more likely that your shot will be "off target."

8.5. Targets

8.5.1. Acceptable targets

- A target that is positively identified
- A target that is safe to shoot at
- A target that can be lawfully shot

8.5.2. Unacceptable targets

- A target that you are not sure of, cannot clearly see and cannot identify
- A target that cannot be shot safely
- A target that is not legal to shoot

Check with local or provincial authorities for specific rules and regulations.

8.6 Review questions

1. It is important to always judge the possible results of every shot carefully before firing. True or false?

2. Name the four shooting positions for rifles.

3. Describe the importance of determining your master eye.

4. What is an acceptable target?

5. Why is trigger control essential for accurate shooting?

MODULE 9:

CARE OF NON-RESTRICTED FIREARMS

MODULE 9: CARE OF NON-RESTRICTED FIREARMS

9.1. Firearm servicing

Ensure that all firearms are unloaded and ACTS/PROVE it safe before attempting to clean. Refer to Module 6 for information on unloading procedures. ACTS and PROVE it safe.

a. Always be sure your firearm is functioning properly. A firearm that does not work properly is an unsafe firearm.

b. This module on minor maintenance and servicing procedures for your firearm is included for general information only. Specific information on cleaning and servicing your firearm is available in your firearm owner's manual, at a gun shop or from a gunsmith. Incidents can occur if these procedures are not performed correctly.

c. Firearms are precision instruments. Even minor repairs should be made by qualified individuals. Unqualified persons should never try to repair or modify any firearm.

d. The average user should do basic cleaning and lubrication only.

Example of an Incident

Someone was preparing to clean a loaded firearm with the action closed, and dropped it. The rifle fired when it hit the floor. Someone in the next room was killed.

The contributing factor was as follows:

- failing to **ACTS/PROVE** the firearm.

9.2. Firearm cleaning

9.2.0. Overview

a. Information on cleaning firearms safely may be obtained from your firearm owner's manual. If you do not have one, contact the manufacturer. Incidents can happen if the cleaning procedure is not performed correctly.

b. The two major threats to firearm safety are the following:

- rust caused by moisture and condensation; and
- excessive build-up of residue or rust in the firearm.

c. Either may cause excessive pressure, damaging the barrel. This is why regular cleaning is recommended.

d. The barrel of a firearm should be cleaned after every use. This will protect its finish. It will also help keep it in good working order. For instructions on cleaning the rest of the firearm, consult your owner's manual.

e. Modern smokeless primers and powders are non-corrosive. However, some older military surplus ammunition still contains corrosive chemicals. If you use corrosive ammunition, you should clean your firearm immediately after you use it.

f. Any firearm that has been stored for a long time must be cleaned thoroughly before use. Cleaning before using is required when the firearm has been exposed to moisture or dirt.

If cleaning your firearm requires disassembly, consult your owner's manual. You should wear safety glasses when cleaning or dissembling a firearm. Oil or moisture can be very dangerous in cold weather. They may cause safeties and other firing mechanism parts to freeze in a firing position. Later, when the firearm thaws, it may fire. Residue or rust in the chamber or barrel may cause serious pressure build-up. Also, oil may mix with unburnt powder and other dirt, causing the firearm to jam.

9.2.1. Cleaning materials

a. To clean a firearm properly, you need the following materials:
   - a cleaning rod or a pull-through and attachments (be sure to use the right size for the firearm), such as:
     - a bore brush,
     - tips to hold cloth patches;
   - patches;
   - powder solvent (also called "bore cleaner");
   - gun oil; and
   - a soft cloth.

b. If possible, clean your firearm from the breech toward the muzzle. Avoid cleaning from the muzzle toward the breech (Figures 78 and 79).

c. However, you may have to clean some types from the muzzle end. In this case, lock the breech open. This permits the passage of the cleaning rod completely through the barrel. You will find a pull-through cleaning device helpful. Avoid rubbing the cleaning rod on the muzzle. Damage to the muzzle may occur. It is beneficial to insert a cloth into the open action to collect residue, to prevent dirt from entering the action, and to prevent damage to the firearm.

d. When cleaning a bolt action, remove the bolt, if possible. Clean the firearm from the breech end. Some firearms are easier to clean if you remove the barrel first.

While cleaning a firearm, remember and follow the Vital Four ACTS—PROVE it safe. The following additional recommended practices for home safety with firearms might prevent incidents:

- **Make sure no ammunition is nearby during cleaning.**
- **Never allow a loaded firearm in any building or living area.**
- **Always give cleaning your firearm your full attention. Never clean a firearm while doing something else, like watching television.**

9.2.2. Cleaning procedures

The firearms cleaning procedures are as follows:

1. ACTS and PROVE it safe.
2. Attach the bore brush to the cleaning rod. Apply bore cleaner to the brush.
3. Run the brush through the bore of the firearm barrel several times. Be sure that the brush sticks out from the barrel completely. Then, draw it back through the barrel (Figure 78).
4. Remove the bore brush from the cleaning rod. Attach a patch-holder tip and a proper size cloth patch. Pour solvent on the cloth patch. Run it through the bore several times. Remove the cloth patch from the rod tip.
5. Next, run a clean, dry patch through the bore several times.
6. If the patch comes out dirty, repeat the first four steps. Do this until a patch finally comes through clean.
7. Next, run a lightly oiled patch through the bore. Use only light gun oil.
8. Wipe the outside of the firearm with a clean cloth and apply a light coat of gun oil or rust preventative to the metal surfaces. You should also maintain the condition of the stock by applying the appropriate treatment (consult the owner's manual).
9. Always store your firearm properly.
10. Don't forget to clean your magazine.
11. Remember, before the next firing of the firearm, run a dry patch through the barrel to remove any oil.

Make sure you wash your hands after the cleaning procedure.

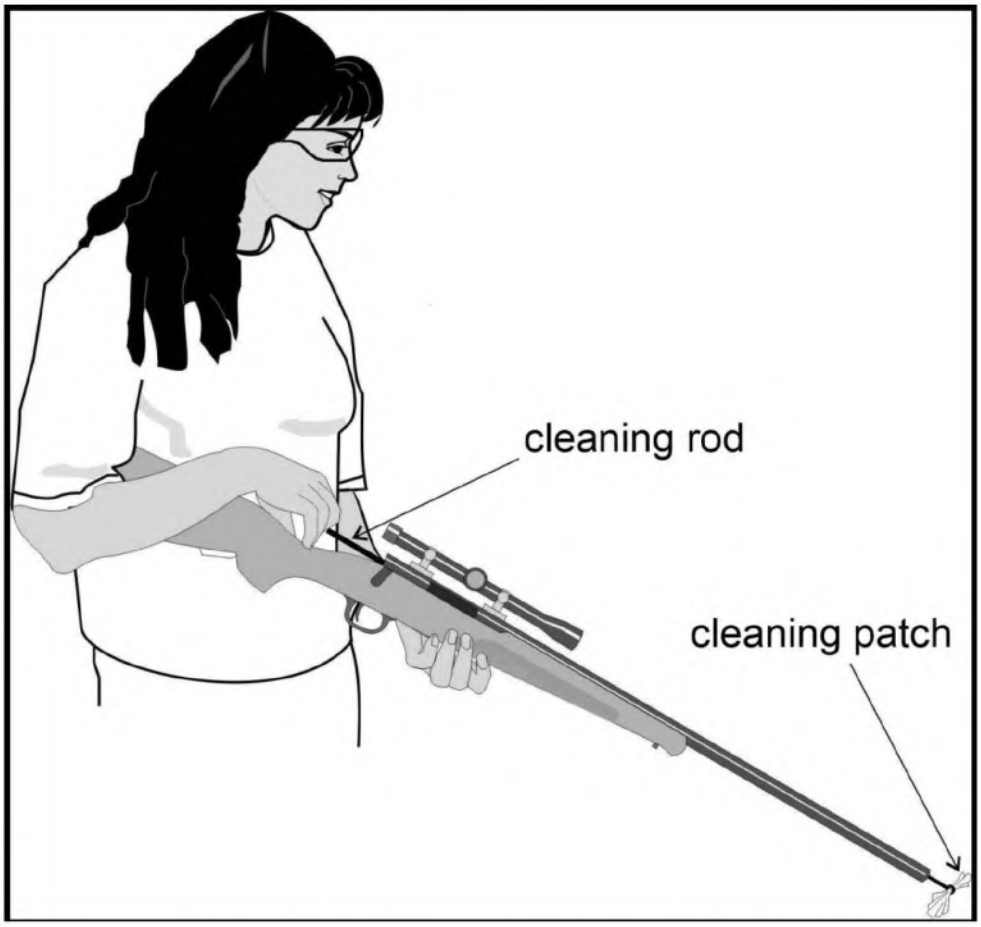


Figure 78. Cleaning a Rifle Barrel from the Breech to the Muzzle

After cleaning a firearm for storage, avoid skin contact with metal parts. Acids in perspiration can cause rust.

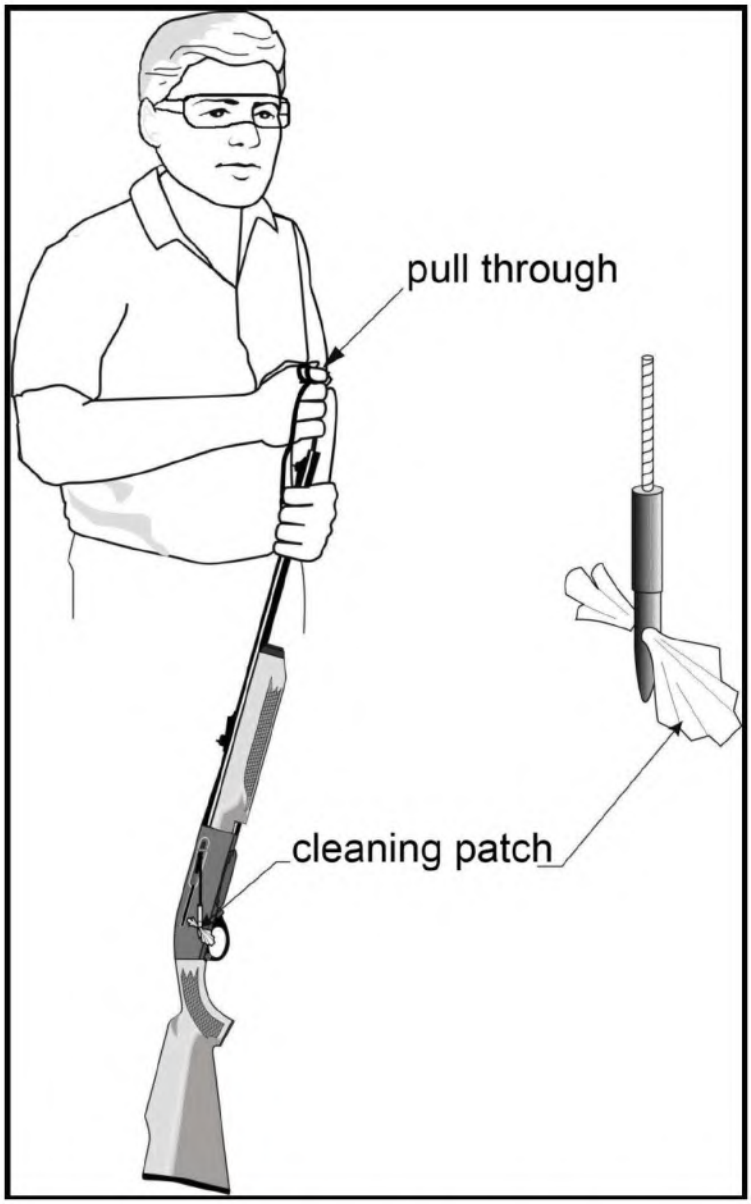


Figure 79. Cleaning a Rifle

9.2.3. Ammunition storage

a. Ammunition should also be kept clean and dry. Oil, sand or dirt on the cartridge or shell can damage the firearm. It could also cause jamming of the action.

b. Avoid exposing your ammunition to heat and vibration. Powder can decay and become unpredictable if exposed to excessive heat and long-term vibration.

Primers are adversely affected by exposure to penetrating oils. Do not clean your ammunition with an oily rag. Before using any firearm, remove oil or grease from inside the barrel. Increased pressure caused by dirt or oil may cause the barrel to burst. This comes from the pressure generated in a dirty barrel when a bullet is fired through it. After storage, and before you use the firearm again, run a clean patch through the bore. Remove all grease and oil. Always ensure that your firearm is in good working order. Ensure that you have followed the Vital Four ACTS in order to PROVE it safe before attempting to clean and throughout the entire cleaning procedure. Refer to Module 6: Operating Firearms Actions on Unloading Procedures.

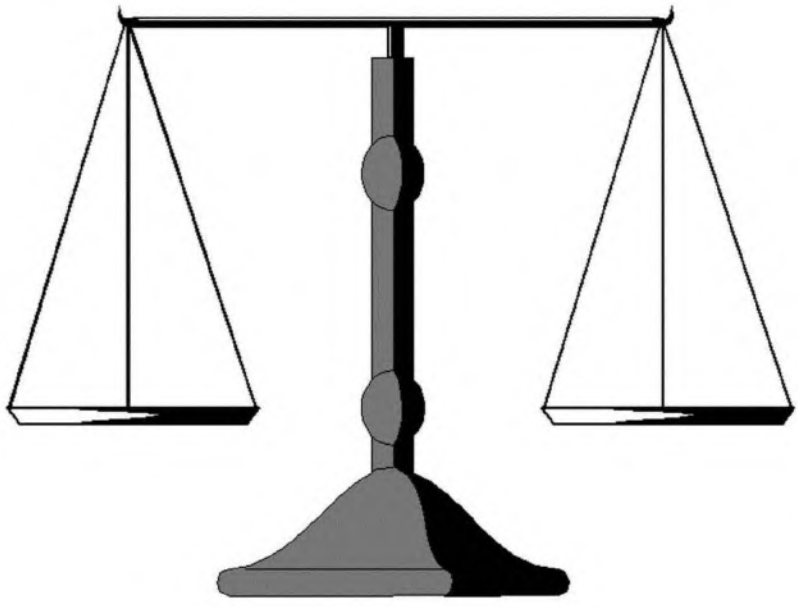
9.3. Review questions

1. Describe the mandatory procedure before servicing a firearm.

2. Where do we find directions on disassembly and lubrication for a specific firearm?

3. What is the risk caused by excess oil and grease inside the barrel?

4. What effect does penetrating oil have on ammunition primers?



MODULE 10:

SOCIAL RESPONSIBILITIES OF THE FIREARM OWNER/USER

MODULE 10: SOCIAL RESPONSIBILITIES OF THE FIREARM OWNER/USER

10.1. Firearm-related incidents

a. The main purpose of this course is to promote the safe use and handling of firearms. Increased safety awareness will help prevent both the unintentional and deliberate misuse of firearms.

b. Most safety courses concentrate on the prevention of an unintentional discharge when handling firearms. A firearm generally causes more serious injuries than any other type of weapon.

c. Suicides and homicides are often acts of sudden impulse. Many of them might not have happened if the firearms and ammunition were stored safely. For this reason, this course stresses the safe handling and use of non-restricted firearms and ammunition and their secure storage.

10.2. Intentional misuse of firearms

10.2.0. Overview

a. The intentional misuse of firearms, resulting in suicide and homicide, has fallen since the eighties. Misuse of firearms, resulting in unintentional discharge, has also fallen.

b. The misuse of firearms can lead to tragic results. The same applies to the misuse of automobiles, power tools and even kitchen knives.

10.2.1. Signs of risk

a. You can sometimes anticipate violent situations before they happen. Remember, these events can happen in our own homes, those of friends or neighbours.

b. When these situations seem to be developing, it is good practice to remove all firearms. This is true even when firearms are properly stored. Consider storing the firearms at an alternate location, and if necessary, notify the police of the situation.

c. Consider notifying your CFO through the public safety line at 1-800-731-4000.

d. You would not hesitate to prevent a friend or relative from drinking and driving. Do not hesitate to prevent the misuse of firearms.

e. Your CFO will determine the continued eligibility of individuals to keep firearms.

In an emergency, for public or your own safety, immediately contact your local police service. In case of concern for public or your own safety, contact 1-800-731-4000.

10.3. Firearms reported lost, missing or stolen

Owners of firearms are required under the *Criminal Code* to report the loss or theft of their firearms.

Report the loss or theft of a firearm:

- to your local police service; and
- the CFP at 1-800-731-4000.

10.4. Secure storage

a. Secure storage is the best way to limit theft and deliberate misuse of firearms. It should not be easy for unauthorized individuals to gain access to firearms and ammunition.

b. Do not leave the key or combination to the firearm storage area or container lying around. Do not give them out to others. Also, do not let it become widely known that you have firearms.

c. Locking up firearms and ammunition is important and is required by the *Firearms Act* and its Regulations. If you require more information, please refer to it.

d. Make access to firearms and ammunition difficult. If firearms and ammunition are difficult to get, there may be a delay in acting on the impulse to do harm. This delay may be enough to make the impulse decrease or go away.

e. Secure storage of firearms and ammunition may act as a deterrent to easy theft by criminals. **Remember: you are legally and morally responsible for your firearms 24 hours a day.** By law, you must store them safely and securely when you are not physically in control of them. This may cause some inconvenience, but it may also save a person from death or serious injury.

Please refer to **MODULE 11**: SAFE STORAGE DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS.

Unsafe storage of firearms is a criminal offence. Unsafely stored firearms may be misused. You and you alone will be held accountable (i.e., criminal negligence causing death, bodily harm).

10.5. Firearm hazards and precautions

This table summarizes some firearm hazards and appropriate precautions to take.

Table 8. Firearm hazards and precautions

Hazards	Precautions
Access by unqualified or unauthorized users	• Disable action before storage or transport (or use trigger or cable lock) • Store firearms in a safely locked cabinet or container, out of view • Store ammunition separately and out of view • Supervise unqualified users
Unintentional discharge	• Control muzzle direction at all times • Unload firearm when not in immediate use • Open action when handling • Keep finger off trigger and out of the trigger guard except when firing • Safety ON • No horseplay • A malfunctioning firearm may result in unintentional discharge • Ensure your firearm is well maintained and regularly serviced
Wrong ammunition	• Carry only correct ammunition • Check ammunition against firearm data stamp • Use proper ammunition for target and conditions • If reloading, follow correct procedures • Improperly loaded ammunition can cause a firearm incident • Ensure you know how to load correctly
Ricochets	• Be extra cautious when shooting at, or towards flat or hard surfaces • Check area near, or behind target before firing • Be extra cautious when shooting at, or towards water
Wrong target	• Identify target before firing and be sure, before you shoot • Know what is behind the target • Make sure the backstop is adequate

Follow the Vital Four ACTS—PROVE it safe.

10.6. Social responsibilities and ethics

a. As a firearm user, you have certain legal obligations to the community at large. In some cases, however, sticking to the letter of the law is not enough. The spirit of the law must also be followed. The welfare and well-being of your fellow citizens must come first.

b. Below are some moral and social rules. They must be part of the code of ethics for anyone possessing firearms.

- Store all firearms and ammunition properly. Keep your firearms and ammunition properly secured and out of sight.
- Explain firearm safety to all family members. Everyone in a home where firearms are kept should know the safety rules. Firearms are no different than dangerous tools or poisons in the home. Proper use and handling of firearms and ammunition must be taught to the entire family. The key or combination number to secure locking devices should be kept away from, and out of the reach of, children and unauthorized adults.
- Remove firearms from situations of potential violence. You may become aware of a situation where violence or tragedy could occur. In such cases, it is wise to go beyond the safe storage of firearms. Completely remove firearms that may be present. If this is not possible, at least notify the police of the situation.
- Act sensibly and carefully while around firearms. Always pay close attention to what you and others around you are doing. Make sure that everyone is acting safely and responsibly.
- Never consume drugs or alcoholic beverages when around firearms. Do not go shooting with anyone who has. Alcohol and drugs can affect your mental or physical reactions. Both prescription and non-prescription drugs can affect your alertness, senses and balance. Some types of allergy medicines are a good example. Always stay fully alert when around firearms.
- Always get permission before shooting on someone else's property. Make sure that you are welcome and permitted before you shoot anywhere. Do this whether the land belongs to the crown, to a local club or to a private citizen. Make sure that you can shoot there safely. For example, someone else may be shooting there at the same time. Check with local authorities.
- Have your eyesight checked regularly. Shooting requires good vision for target identification and accuracy. Be sure of your target and beyond.
- Maintain your firearm in good working order. If required, have a qualified gunsmith service your firearm.

- Avoid firing near buildings or roads. Respect the rights of others to safe travel and undisturbed use of their property. Only shoot near buildings with authorized permission, and only if it is legal and safe.
- Know and respect firearms regulations and local by-laws.
- Wear safety equipment. Encourage others to do the same. Safety equipment may include, but should not be limited to, sight and hearing protection, gloves, caps and proper clothing.

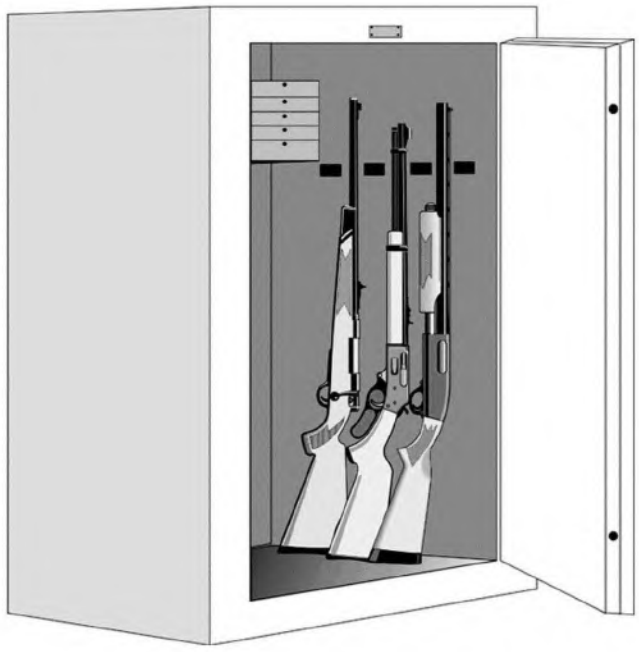
10.7. Review questions

1. Is there a time when a gun owner does not have a moral or a legal responsibility for his firearm?

2. List five hazards that could potentially cause firearm injuries and fatalities.

3. List three ethical responsibilities of a firearm's owner.

4. What is the most positive influence in the prevention of firearm incidents?



MODULE 11:

SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS

MODULE 11: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF NON-RESTRICTED FIREARMS

11.1. Classes of firearms

11.1.0. Overview

The table below provides a brief description of non-restricted firearms. For legal references, however, please refer to the *Firearms Act* and its Regulations, and Part III of the *Criminal Code* for a description of restricted and prohibited classes. Call 1-800-731-4000 for further information.

Table 18. Non-restricted Firearms

Non-restricted Firearms
Generally, firearms commonly used for hunting or sporting purposes such as target shooting are included in this class. The following are examples of non-restricted firearms: • rifles; and • shotguns.

It must be noted that some rifles and shotguns are considered restricted or prohibited. Persons wishing to acquire such firearms should contact a firearms officer for further information.

11.2. Ammunition

11.2.0. Overview

For a complete description of ammunition, prohibited ammunition and prohibited devices, consult Part III of the *Criminal Code* of Canada. Call 1-800-731-4000 for additional information.

11.2.1. Ammunition

Is a cartridge containing a projectile designed to be discharged from a firearm. This includes caseless cartridges and shot shells.

11.2.2. Prohibited ammunition

Individuals cannot acquire prohibited ammunition that is designed, manufactured or altered to ignite on impact.

11.2.3. Prohibited devices

Individuals cannot acquire prohibited devices; i.e., high-capacity magazine (except for rim-fire cartridges), silencer.

Refer to the appropriate sections of the *Firearms Act* and its Regulations for detailed requirements relating to the storage, display, transportation and handling of non-restricted firearms.

a. Remember, you are responsible for your firearms 24 hours a day. Anyone who owns or uses a firearm must meet safe storage, display, transportation and handling requirements. These requirements are set out in the *Storage, Display, Transportation and Handling of Firearms by individuals Regulations*. All of these are described in this module.

b. Firearm owners and users should always assume that anyone untrained in the safe handling and use of firearms does not know how to handle firearms safely. Serious incidents could occur from unauthorized access, especially where children are concerned. To prevent this, always store, display, transport and handle firearms and ammunition in accordance with the regulations.

c. Remember, the law requires that all firearms must be unloaded except when in use.

11.3. Storage

a. A non-restricted firearm may be stored only under the following conditions:

   1. It is unloaded by the **ACTS and PROVE it safe**, and either:

      - rendered inoperable by using a secure locking device; or
      - by removing the bolt or bolt-carrier; or
      - stored in a securely locked opaque container, receptacle, or room that cannot be easily broken open or into (Figures 80-82).

   2. It is not within easy access to ammunition, unless the ammunition is stored, together with or separately from the firearm, in a securely locked container or receptacle that cannot be easily broken open or into.

Keep in mind that storing ammunition in an unvented container may create an explosive hazard during a fire.

b. In areas where it is legal to discharge a firearm, a non-restricted firearm used for predator control may be stored temporarily unlocked, and out in the open, as long as it is unloaded, and not readily accessible to ammunition.

c. In a remote area where hunting might reasonably occur, a non-restricted firearm may be stored unlocked, out in the open and accessible to ammunition as long as the firearm is unloaded.

Figure 80. Safe

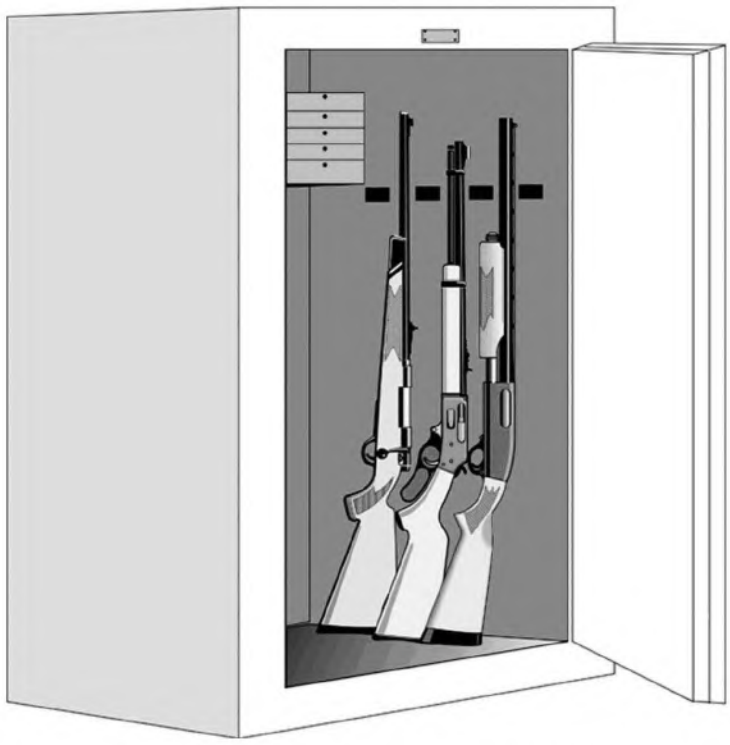


Figure 81. Secure Cabinet/vault

Figure 82. Storage Case

11.4. Display

A non-restricted firearm may be displayed only under the following conditions:

1. It is unloaded, and:
   - rendered inoperable by using a secure locking device (Figure 83); or
   - stored in a securely locked container, receptacle or room that cannot be easily broken open or into (Figures 80-82).
2. It is not displayed with and not within easy access to ammunition that can be discharged from it (Figure 84).

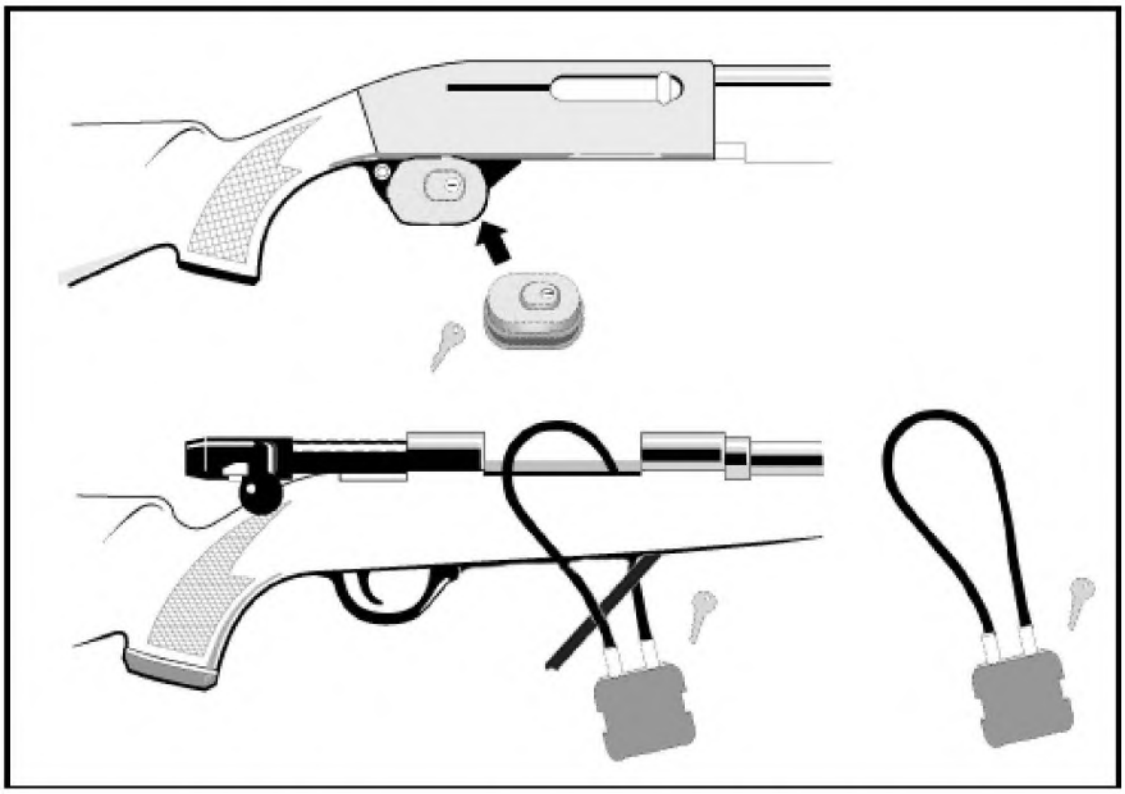


Figure 83. Security Cable and Trigger Locks

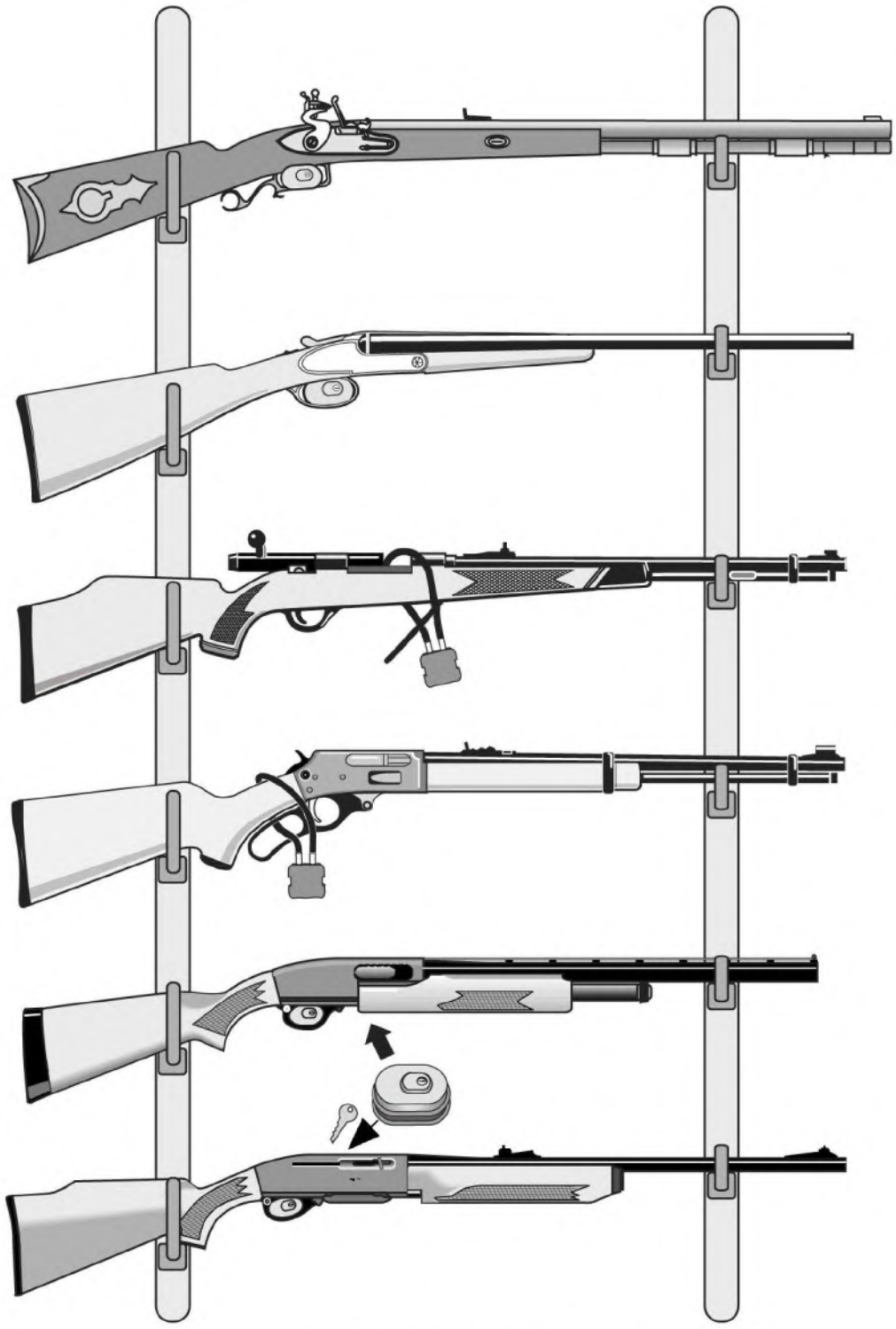


Figure 84. Display

11.5. Transportation

a. A non-restricted firearm must be transported unloaded.

b. However, loaded muzzleloading firearms may be transported between hunting sites if the percussion cap or flint is removed—subject to provincial/territorial regulations.

c. You may leave a non-restricted firearm in an unattended vehicle if it is unloaded and placed in a locked trunk or a similar compartment of the vehicle.

d. If the unattended vehicle does not have a trunk or a similar compartment, lock the vehicle or the part of the vehicle that contains the non-restricted firearm and leave the non-restricted firearm inside, unloaded and out of sight.

e. In a remote area when hunting might reasonably occur, you may leave a non-restricted firearm in an unattended vehicle that has no trunk or compartment that can be locked (i.e., canoe, snowmobile), if it is out of sight. The non-restricted firearm must be unloaded and rendered inoperable by a secure locking device unless you require it for predator control.

f. If you live in a rural area and need reasonable access to your non-restricted firearm for predator control, you may be exempted from some of the storage and transportation requirements. Check with a local firearms officer, a wildlife or conservation officer to confirm that provincial or municipal laws allow storage on a temporary basis.

If you want to transport firearms on an aircraft, you should first contact the air carrier. The air carrier will provide information on its regulations and requirements.

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

Not all firearms laws are included in this Handbook. If you have any doubts about the Regulations, or if you need more information, contact the following:

- the RCMP website at www.rcmp-grc.gc.ca/cfp; or
- the CFP at 1-800-731-4000.

11.6. Handling

a. Before obtaining a firearm, think about how you will carry it home and where you will keep it. Remember, when you leave the seller or dealer's shop, you will be carrying your firearm in a public place. It is recommended that all firearms be carried in a case or opaque container to avoid display in public (Figure 85). Consult your local authorities for details.

b. There are locations where having or discharging a firearm violates federal or provincial/territorial Acts and Regulations, or municipal bylaws. It may also be an offence to load or handle firearms in these places. You may load a firearm or handle a loaded firearm only in a place where it is lawful to discharge it.

Only load a firearm when you intend to use it and only in an area where it can be safely and legally discharged. Always be sure of your target and beyond.

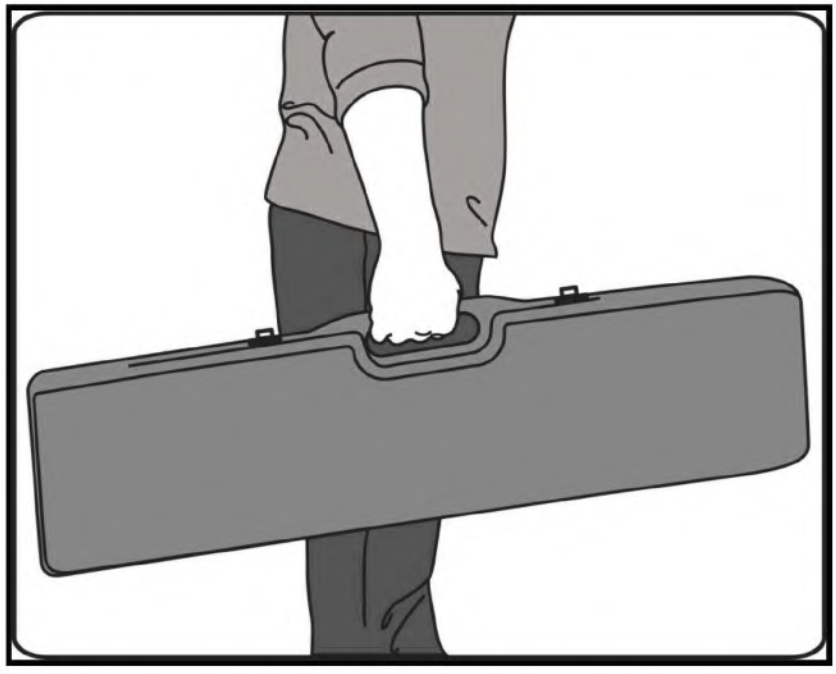


Figure 85. Lockable Carrying/Storage Case

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**

2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

11.7. Review questions

1. List three rules you must follow in order to legally display a firearm.

2. Name two devices used for permanent firearm storage and two devices used for temporary storage.

3. Name one type of prohibited ammunition and two types of prohibited firearm accessories.

4. List three rules you must follow in order to legally transport non-restricted firearms.

5. What is the penalty for a person who transgresses the laws of safe storage, safe transport, and/or safe handling of firearms?

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ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

CANADIAN FIREARMS PROGRAM

CANADIAN RESTRICTED FIREARMS SAFETY COURSE

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PREFACE

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- Cooper, A.C. (Tony); Firearms Safety Education Service of Ontario (FSESO), Ontario
- Halvorson, Tony; CFSC & CRFSC Master Instructor, Prince Edward Island
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- Tousignant, Gerald; President, Fédération québécoise de Tir, Québec and all his team.
- Valiquette, Jean; Master Instructor (CFSC) for the Fédération québécoise des chasseurs et pêcheurs, Sécurité nature, for the province of Québec

Most importantly, the RCMP/CFP wishes to acknowledge the talent and expertise of the certified Instructors of the CRFSC from across Canada, many of whom took the time and effort to provide written recommendations and suggestions in the development of this material.

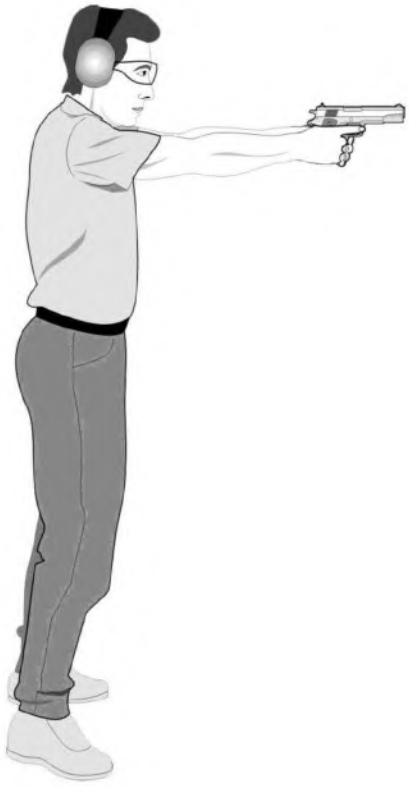
Disclaimer

The improper use of firearms may result in serious injury. The material presented in this Handbook is intended to demonstrate the operation of firearms in accordance with safe handling techniques and an awareness of manufacturers' specifications and safety features.

The RCMP/CFP makes no warranties whatsoever, either express or implied, oral or written, in fact or by operation of law or otherwise, regarding the safety of any firearm or the use of any safety mechanism shown in the Handbook.

Individuals should use firearms in accordance with manufacturers' specifications and contact individual manufacturers as each model features different safety mechanisms and some of the techniques demonstrated might not be appropriate for certain firearms.

Ultimately, responsibility for firearm safety rests with the individual.



INTRODUCTION TO THE RESTRICTED FIREARMS SAFETY COURSE

INTRODUCTION TO THE CANADIAN RESTRICTED FIREARMS SAFETY COURSE

Overview

The Canadian Restricted Firearms Safety Course (CRFSC) is designed to apply to novice restricted firearm users. Existing firearms safety courses across Canada have a proven track record in the reduction of firearm-related incidents. However, these courses have been designed and delivered for firearms use in a specific activity. The CRFSC is an introductory firearms safety course intended for all new restricted firearm users and those individuals who wish to acquire restricted firearms.

The Canadian Firearms Program

The Canadian Firearms Program (CFP) is administered by the RCMP/CFP, which works with provincial CFOs and many community partners across the country in implementing the *Firearms Act* and its Regulations, and other related legislation regarding firearms.

The goal of the CFP is the safe and responsible use of firearms, and it includes a range of activities directed toward achieving that goal such as the following:

- the licensing of all firearm owners and businesses;
- the delivery of the CFSCs;
- public education regarding safe storage, transport and use of firearms; and
- import and export controls.

Licensing, registration and other Program information are recorded in the Canadian Firearms Information System, a national database that is managed by the RCMP/CFP. Certain information is available to law enforcement agencies to help them prevent and investigate firearms incidents and crime, consistent with the public safety objectives of the *Firearms Act.*

Your personal information is carefully protected by the CFP, consistent with the *Firearms Act* and its Regulations, federal and provincial privacy laws and other applicable statutes.

If you have any questions about the CFP, please contact us at the following location:

Canadian Firearms Program	
Telephone:	1-800-731-4000
Fax:	613-825-0297
E-mail:	cfp-pcaf@rcmp-grc.gc.ca
Address:	Royal Canadian Mounted Police / Canadian Firearms Program Ottawa ON K1A OR2

You can also consult the *Firearms Act* and its Regulations directly via the RCMP/CFP website.

The RCMP/CFP wishes you the best in following the CRFSC for the class(es) of firearms you wish to acquire and/or possess. Please note that all CRFSC instructors and examiners must be designated by the CFO for the province or territory in which you are taking the course.

Course Objectives

Firearm owners have social responsibilities. By completing this course, you will be instructed on what these responsibilities are. You will learn how to do the following:

- handle restricted firearms and ammunition safely;
- use restricted firearms and ammunition safely;
- comply with firearms laws;
- store restricted firearms and ammunition safely;
- display restricted firearms safely; and
- transport restricted firearms and ammunition safely.

The CRFSC consists of two parts. One is classroom instruction. The other is learning the material in this Handbook. There will be both written and practical examinations. Successfully passing them will demonstrate the knowledge and skills you have gained in the course. Live firing exercises, however, are not offered as part of this course.

During the course, some topics are discussed and explored several times. This will help you learn and retain the content. Leaving anything out of the course will reduce the amount you learn. This applies to all assignments, exercises or examinations given by your instructor.

The course emphasizes safe storage, display, transportation, handling and use of restricted firearms but safety depends on more than just safe physical actions.

Safe handling must include greater knowledge of the firearms themselves, ammunition, and the laws and regulations related to them.

Course Handbook

Safety also relies on your attitude about responsible handling and use of firearms. Pay close attention to the section on legal, ethical and social responsibilities. Your safety and that of the people around you depends on it.

This book is an essential part of the course. The other parts are the classroom lessons and practical exercises given by the instructor. Together, they will help you learn how to safely handle firearms.

This book contains the following elements:

- the **Vital Four ACTS** of firearm safety;
- a brief history of restricted firearms;
- information on restricted firearms and ammunition and how they work;
- instructions on how to pick up, handle and carry restricted firearms safely;
- descriptions of how to unload, load and fire restricted firearms safely;
- descriptions of firing positions;
- instructions on range safety;
- instructions on the care and cleaning of restricted firearms;
- examples of factors leading to firearm incidents and the misuse of firearms;
- a summary of ethics and laws affecting firearm owners and users;
- information on how to store, display, transport and handle restricted firearms safely;
- a glossary of firearm terms; and
- appendices

This is an introductory course. More information and training are available on the various shooting sports from their own qualified instructors, associations and local clubs. We recommend you contact them directly for further details.

Do not hesitate to contact provincial/territorial or local authorities for more detailed information on firearms laws and regulations in your area.

The Vital Four ACTS of Firearm Safety

Your instructor will refer to many different safety rules and guidelines. Time and again, the instructor will return to four basic rules. Any time you hear of an incident occurring, you can be sure at least one of these rules has been broken. These rules are known as the **Vital Four ACTS**.

The first letter of each rule becomes a letter in the acronym **ACTS.** You may want to think of these rules as acts you must carry out.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber(s).
	Verify the feeding path.
	Examine the bore for obstructions.

Legal Responsibilities

As a firearm owner and user, you have legal as well as social responsibilities. These responsibilities are laid out in federal, provincial/territorial and municipal laws and regulations. The table below describes a few of the regulations that come from each level of government.

Table 9. Some Legal Responsibilities of Restricted Firearm Owners/Users

Government Level	Example of Law or Regulation
Federal (e.g., *Firearms Act* and its Regulations, *Criminal Code*)	• All firearm owners need a valid firearms licence. • If you are the holder of a valid firearms licence and you own restricted firearms, you must inform the RCMP/CFP **before** you change your address and request an Authorization to Transport your restricted firearms. • Persons holding a valid PAL may borrow, buy, inherit or otherwise acquire the same class of firearm that he/she is licensed to own.
Provincial/Territorial (e.g., *Game, Fish and Wildlife Acts*)	• It is forbidden to hunt with a restricted firearm in Canada.
Municipal/County/Local (e.g., Noise, Nuisance, Zoning, By-laws)	• Some municipalities or counties may not allow the discharge of a firearm under any circumstances within their boundaries.

Other Duties of Firearm Owners/Users

a. A firearm owner/user must also keep informed about the laws and regulations affecting the use of firearms and ammunition.

b. Going beyond what the regulations require will increase your safety. Some suggestions are listed below:

- Keep an inventory of your firearms. Also keep any supporting documents such as photographs and owner's manuals. Store these documents in a safe place. This will help you describe any firearms that may be stolen or lost. It will also be easier for you to find your owner's manual and records of service or repair.
- Keep informed. Changes may occur in laws and regulations from time to time. This can happen whether at the federal, provincial/territorial or municipal level.
- Avoid advertising about the firearms in your home. You may be inviting theft.

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is:

1. **guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or**

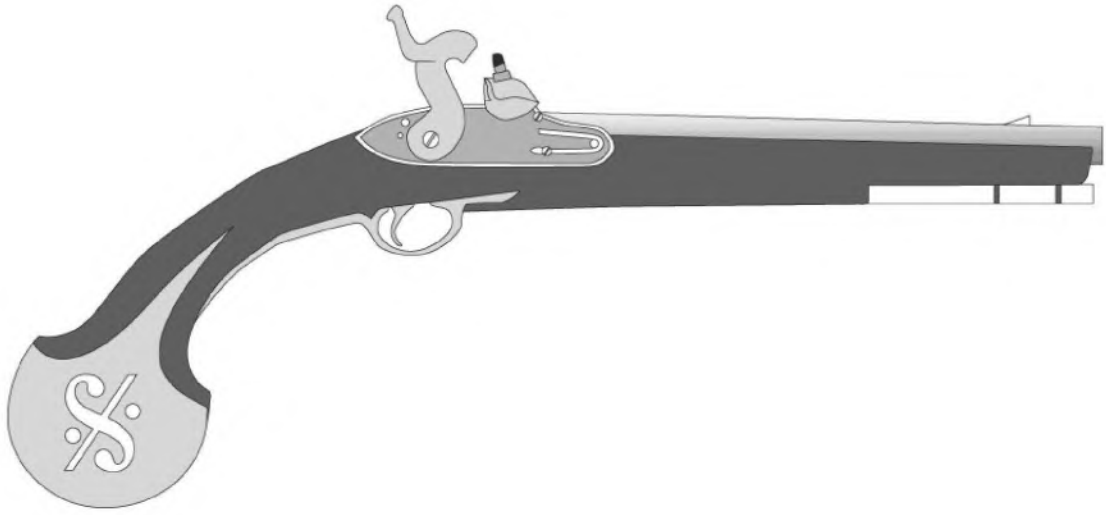
2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

Not all firearms laws are included in this Handbook. If you have any doubts about the regulations, or if you need more information, contact the following:

- The RCMP website: www.rcmp-grc.gc.ca/cfp
- CFP at 1-800-731-4000



MODULE 12:

RESTRICTED FIREARMS MUZZLELOADER

MODULE 12: RESTRICTED FIREARMS MUZZLELOADER

12.1. Black powder and projectiles

12.1.1. Black powder

a. Muzzleloading firearms use black powder and lead balls as ammunition. There are also black powder substitutes.

b. Black powder is available in four different types.

Table 10. Types of Black Powder

Fg	Very coarse granules of powder. Used in larger bore muskets.
FFg	Finer granules than the Fg. Used in muzzleloading shotguns, big-bore rifles and single-shot pistols of .45 calibre and up.
FFFg	Finer granules than the FFg and the most common type. Used in nearly all cap and ball revolvers.
FFFFg	The finest granules. Used only in priming pans. **Never use this powder as powder charge**.

c. Remember, the finer the granules of powder, the more pressure it creates when fired.

d. Black powder ignites very easily. A glowing coal, a spark, even static electricity or a sharp blow may ignite it. Handle black powder with great care, especially when transporting it. Black powder should be stored in a secure, cool dry place and always in its original container.

e. As black powder ages, it becomes more unstable. When stored for long periods, the granules will begin to cake together and white crystals will form. When this happens, the black powder has become very unstable. It should be soaked immediately in water.

Never use FFFFg powder as anything other than a priming powder. Black powder ignites easily. Always handle with extreme care and wear eye protection. Never have a source of ignition around powder. Never smoke near black powder. Glowing embers may be present in the bore after firing a black-powder firearm. An explosion hazard could be created if you proceed immediately to reload. Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.

12.1.2 Black powder projectiles

Modern black powder or muzzleloading firearms shoot several different types of projectiles as follows:

- Spherical/round ball, usually loaded along with a lubricated patch, which seals the barrel around the ball.
- Conical/cylindrical-shaped projectiles known as Mini-Balls, they have a hollow base that expands to seal the gases when the firearm fires.
- Shot/pellets of assorted sizes and materials.
- Sabot/plastic or synthetic carrier that encases a projectile.

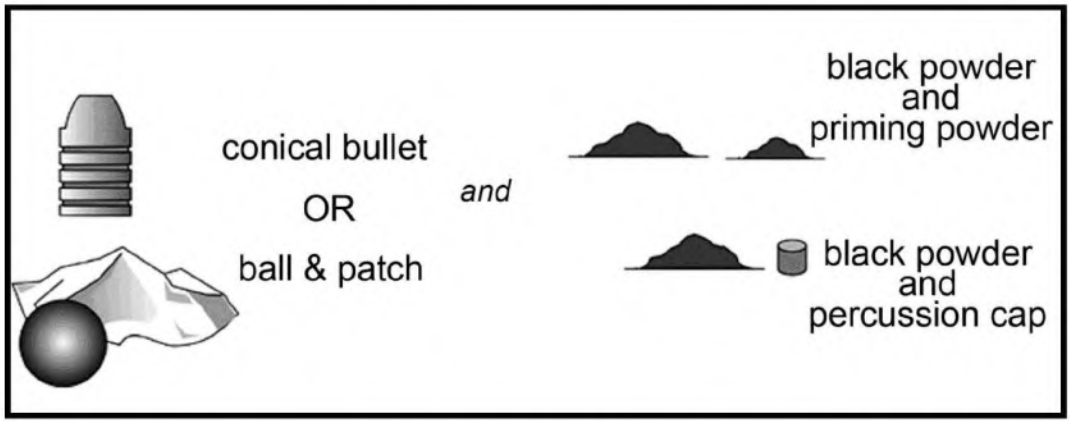


Figure 86. Ammunition Components for a Muzzleloader

12.2. Muzzleloading firearms

12.2.0. Overview

a. Muzzleloading handguns are still in use today. However, most modern muzzleloaders are reproductions of older designs.

b. This type of firearm is loaded through the muzzle. A measured amount of powder with a volumetric measure is poured through the muzzle into the barrel, followed by a patch, and finally a lead ball or shot. A hole located at the rear of the barrel just above the trigger allows a flash or spark to enter the barrel through the priming port and ignite the powder, firing the charge.

c. With flintlock muzzleloaders, the igniting spark is the result of the flint, held by the cock, hitting the frizzen. On percussion muzzleloaders, the flash is produced by the hammer striking a percussion cap.

d. Muzzleloading firearms use black powder or black powder substitutes. Black powder is classified as an explosive and is easily ignited by heat, friction, static electricity or a sharp blow and must be handled with extreme care. It is strongly recommended that individuals interested in muzzleloading seek additional training from qualified specialists in the field.

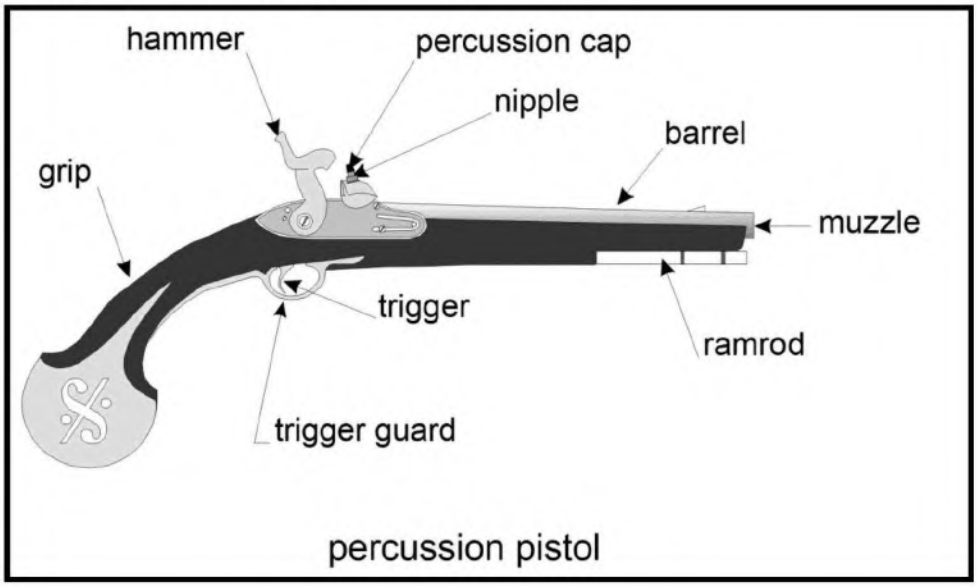


Figure 87. Muzzleloader

Older firearms should be inspected by a qualified gunsmith to be sure they can be fired safely.

12.2.1. Loading muzzleloaders

a. Today most firearms for black powder use are reproductions of muzzleloaders. Older firearms may not be safe to fire and should be checked by a gunsmith before use.

b. If a muzzleloader is not primed to fire, it is safer to handle. To ensure that a muzzleloader is not primed to fire, do the following:

   1. Point the muzzle in the safest available direction and keep your finger off the trigger and out of the trigger guard.

   2. Check that the hammer is not in full-cock position.

   3. Check for the presence of priming powder in the percussion cap or in the priming pan.

   4. If the firearm is primed, remove cap or priming powder.

c. In addition, it is difficult to tell if there is already a charge loaded into the barrel of a muzzleloader. Shooters should mark the firearm's ramrod at a level that shows the bore depth when the bore is empty (Figure 88). When the marked ramrod is inserted into the barrel, it shows whether or not the firearm is loaded.

For other models of muzzleloading firearms, check with the manufacturer for specific safety features and information regarding the loading and unloading process.

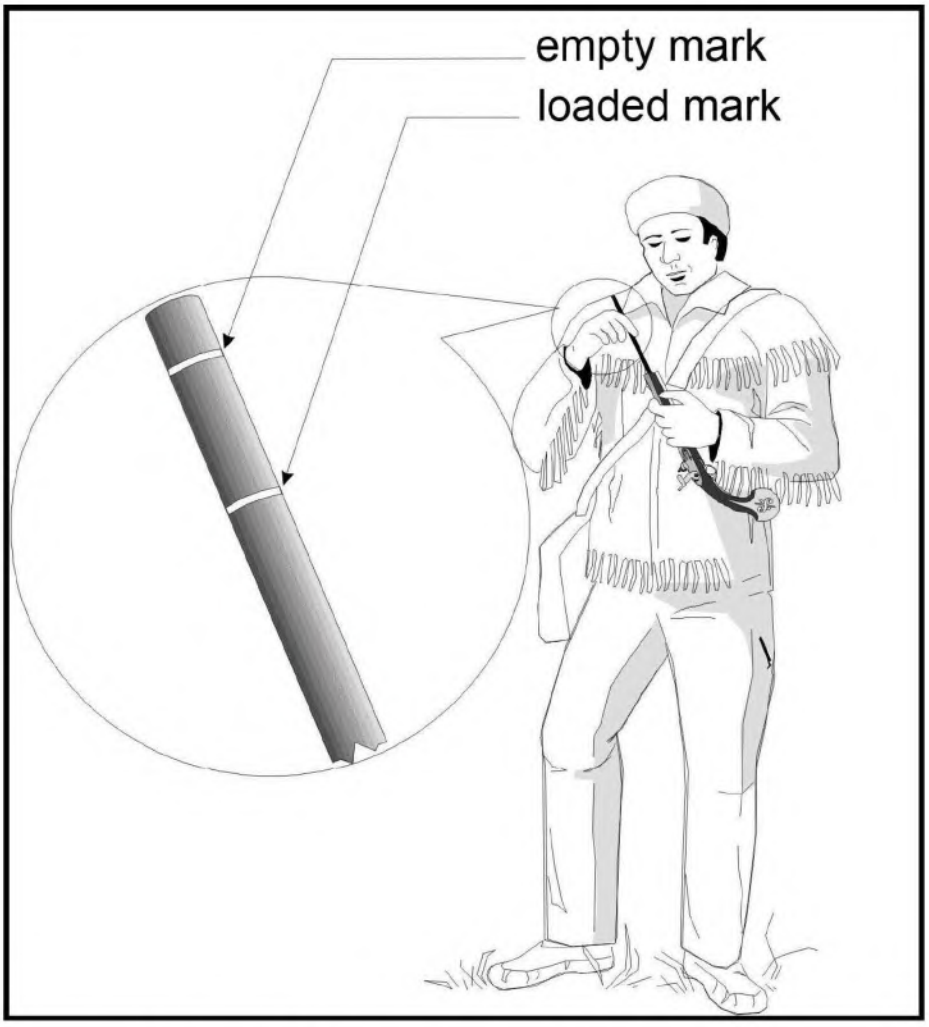


Figure 88. Correctly Marked Ramrod

It is very important that exact loading and unloading procedures are followed when handling muzzleloaders (Figure 89). Before attempting it, get the assistance of a qualified individual and carefully follow the instructions in your owner's manual. Ensure that the firing mechanism (lock) is rendered safe before proceeding to load the firearm. Before loading the firearm, use a rod with a tight fitting patch to clean the bore, and fire a cap to remove oil from the bore and flash port.

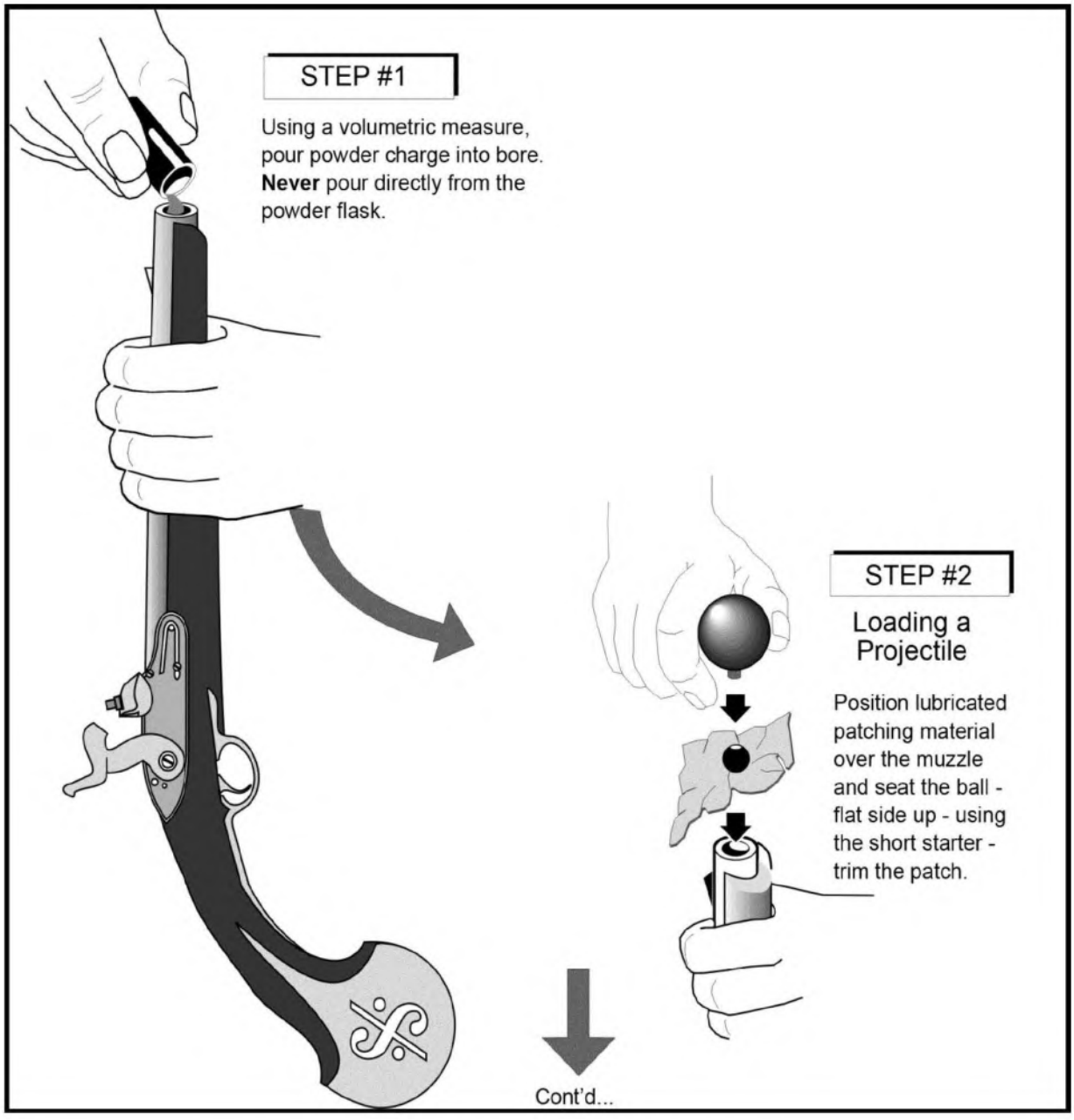


Figure 89. Loading a Muzzleloader

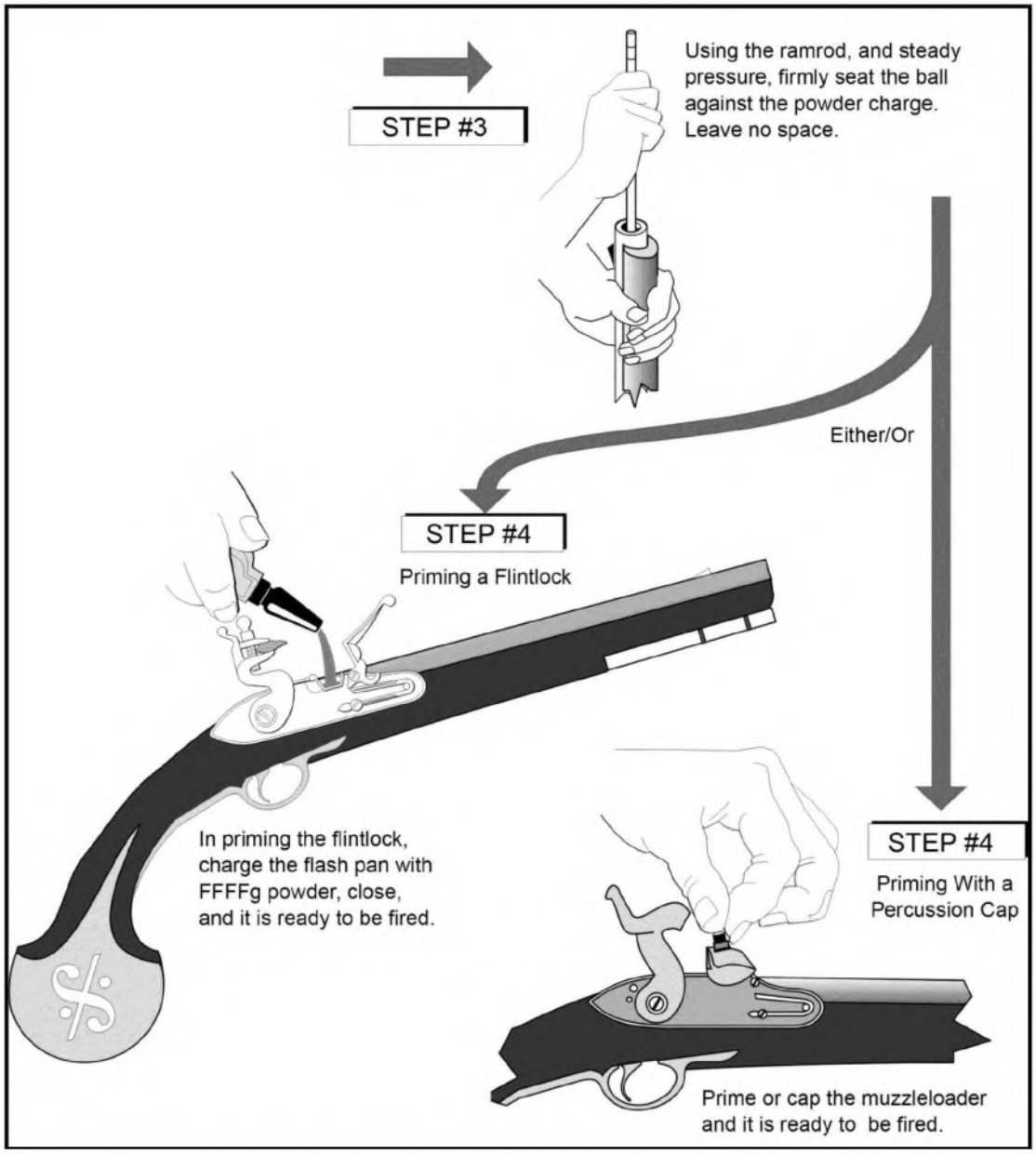


Figure 90. Loading a Muzzleloader *(cont'd)*

d. In black-powder revolvers, a measured amount of powder is poured into each chamber. A ball is firmly seated on each charge. Grease or lubricant is placed on top of each ball to lubricate its travel down the barrel and prevent "chain-firing" of all chambers. A percussion cap is put on the nipple of each chamber that produces the flash.

Never use smokeless powder in a muzzleloader. Never use black powder in a modern cartridge firearm not designed for it. Always use a volumetric measure to put powder into the muzzle. Never pour directly from the main powder container. In compliance with firearms safe storage regulations, a muzzleloader with powder in the barrel is considered loaded.

12.2.2. Cleaning a muzzleloader

a. A black-powder firearm must be properly cleaned after every firing session. Black powder is very corrosive. It attracts moisture, which causes rust.

b. Cleaning black-powder firearms improperly can result in carbon build-up in the barrel, which may cause coking. This condition may cause a glowing ember to remain after firing, resulting in a dangerous situation if the firearm is reloaded.

c. Use either commercial black powder cleaning solvent or hot, soapy water.

d. You will also need a ramrod with a cleaning patch attached. Use a rod as close to the bore diameter as possible. Refer to the owner's manual.

e. Use wet patches to soften the dried powder.

    1. Detach the barrel and place the lock end in a container of soapy water.

    2. Attach a patch to the ramrod. Insert the ramrod into the barrel. Pump the ramrod up and down until water flows from the top end of the barrel.

    3. Repeat step 2. Change the water as it becomes dirty. Repeat until the water stays clean.

    4. Dry the barrel out with several dry patches. Oil thoroughly with good gun oil.

    5. Remove the lock for cleaning, if possible, and oil after every use.

f. If cleaning a black-powder revolver, follow the manufacturer's instructions for the proper cleaning methods.

It is strongly recommended that persons interested in muzzleloading seek additional training from experienced individuals.

12.2.3. DOs and DON'Ts of muzzleloading

- Do have old muzzleloading firearms dismantled, examined and declared safe by a qualified gunsmith before using them.
- Do handle the muzzleloader with the same respect due all firearms.
- Do use ONLY black powder or black powder substitutes (e.g., Pyrodex) in your muzzleloader, never use smokeless powder.
- Do keep black powder far away from all cigarettes, matches/wicks or anything with an open flame, embers or anything that may cause sparks or heat.
- Do always use a volumetric measure to pour powder directly into the muzzle. Never use the powder horn or flask.
- Do carefully follow the manufacturer's recommendations for maximum powder charge.
- Do mark your ramrod to indicate when the barrel is empty and when it is loaded.
- Do wipe the bore clean of oil and excess grease before you load.
- Do make sure the ball or bullet is seated firmly on the powder charge.
- Do place grease in front of each projectile in a black-powder revolver to prevent chain-firing.
- Do treat a misfire as a hangfire that could fire at any second. Wait at least 60 seconds with the firearm pointed in a safe direction.
- Do wear safety glasses and hearing protection.
- Do reseat your second charge after firing and reloading a single barrel on a multiple-barrel black-powder firearm. Recoil can move the charge forward.
- Don't carry or handle a muzzleloading firearm with the hammer at full cock and primed unless you are ready to fire.
- Don't lean over or stand in front of the muzzle at any time.
- Don't load one chamber of a muzzleloading multiple barrel or revolving handgun unless the percussion caps on the nipples of the other barrels or chambers have been removed.
- Don't store a muzzleloader with powder in it.

Black powder is also used in some metallic cartridges for firearms specifically designed for their use. Care should be taken. Although they have the same name as a modern smokeless cartridge, they may not be interchangeable. Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.

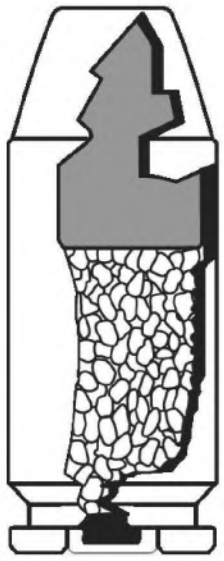
12.3. Review questions

1. Name two types of ammunition used in muzzleloading pistols.

2. List four sources that could cause black powder to ignite.

3. Before attempting to load a muzzleloading pistol, what safety consideration is given to the firing mechanism?

4. Use a cleaning agent on your firearm after every firing session of a black-powder muzzleloader. What are two possible choices of cleaning agents?



MODULE 13:
RESTRICTED FIREARMS AMMUNITION

MODULE 13: RESTRICTED FIREARMS AMMUNITION

13.0. Overview

This module discusses handgun cartridges.

For more detailed information, consult a firearms dealer or a gunsmith. You can also consult the owner's manual.

13.1. Rifling

a. Most hand guns have a rifled barrel. Rifled barrels have a series of spiral grooves inside the barrel. The ridges of metal between the grooves are called lands. The lands and grooves together make up the rifling (Figure 91).

b. Rifling makes the bullet spin as it leaves the barrel so that it will be stable in flight.

13.2. Calibre

a. Rifled firearms are sized by calibre. A calibre is a measurement of bore diameter in either thousands of an inch (Imperial) or in millimetres (Metric). Inch dimensions are usually measured from land to land, while metric dimensions are measured from groove to groove.

Always consult the data stamp on the barrel of your firearm to find out the exact name of the ammunition that fits it.

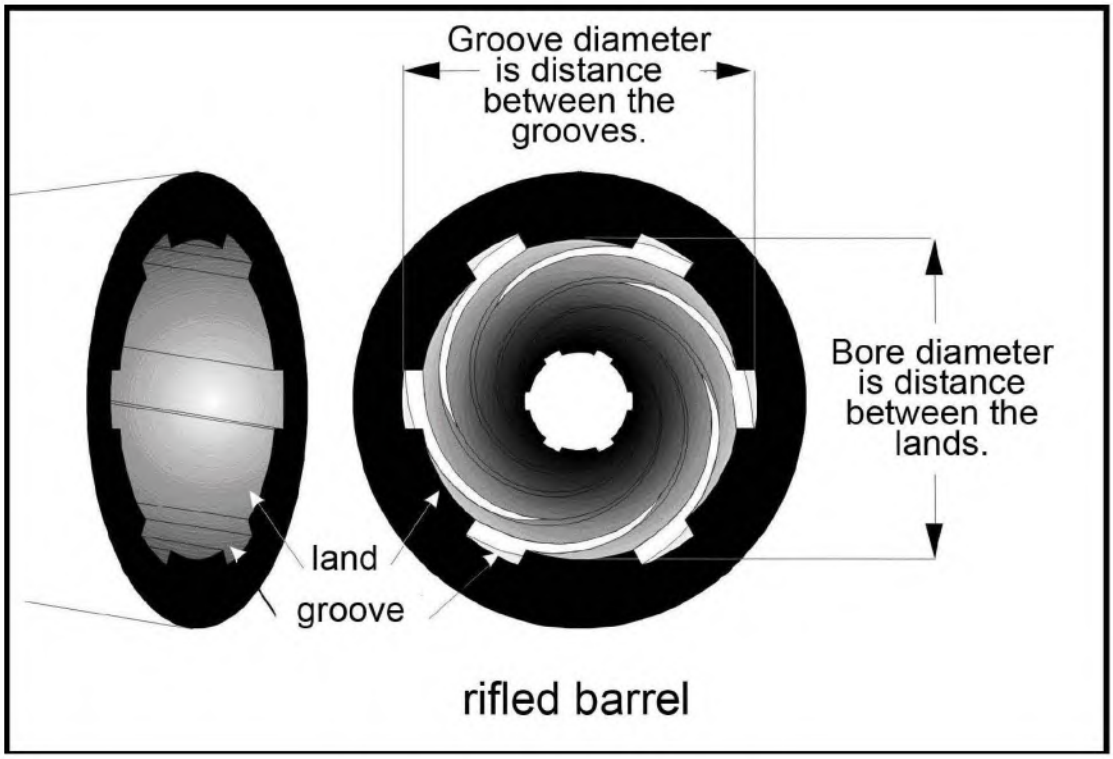


Figure 91. Rifled Barrel

13.3. Cartridges

13.3.0. Overview

a. A cartridge is the ammunition used in a firearm. Two kinds of cartridges commonly available are: rim-fire and centre-fire. These terms describe where the primer is located at the base of the cartridge casing. They also describe where the firing pin strikes.

b. Manufacturers produce firearms of many calibres. Always make sure that the cartridge name on the head stamp (Figure 92) matches the information on the data stamp, if available, on the barrel or slide of the firearm (Figure 93). This is the most important point to remember when selecting ammunition. Then choose the right type of ammunition for your firearm and target. The right shape or weight of the bullet is an example. If in doubt, consult a firearms or ammunition dealer.

c. If there is no data stamp, take the firearm to a qualified individual. They can measure the chamber and advise on proper ammunition. Additional information is available from manufacturer's catalogues and brochures.

d. Many firearm owners load their own centre-fire ammunition. This allows them to save money and create a high-quality product made specifically for their firearm and shooting conditions.

e. Incorrectly loaded ammunition may cause the firearm to malfunction or jam. Malfunctions could lead to an incident. The firearm could blow up and injure the shooter. Do not accept or use reloaded cartridges unless you know that they were made and reloaded correctly.

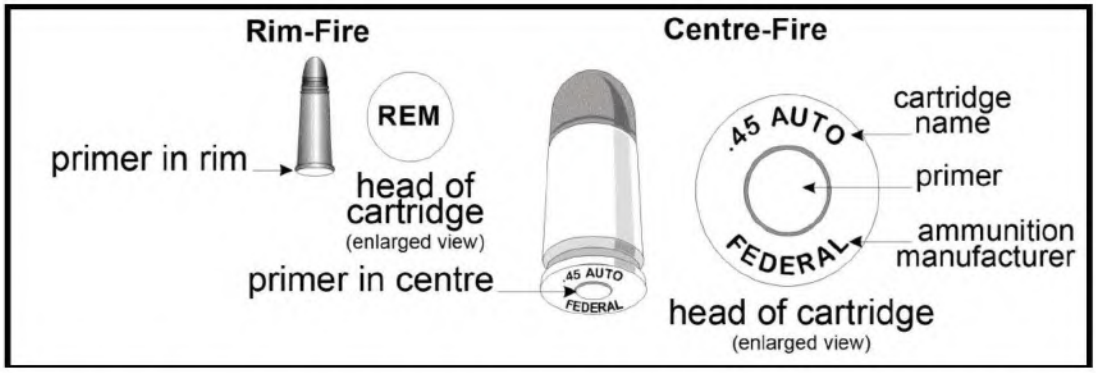


Figure 92. Example of a Rim-fire and Centre-fire Cartridge with Head Stamp

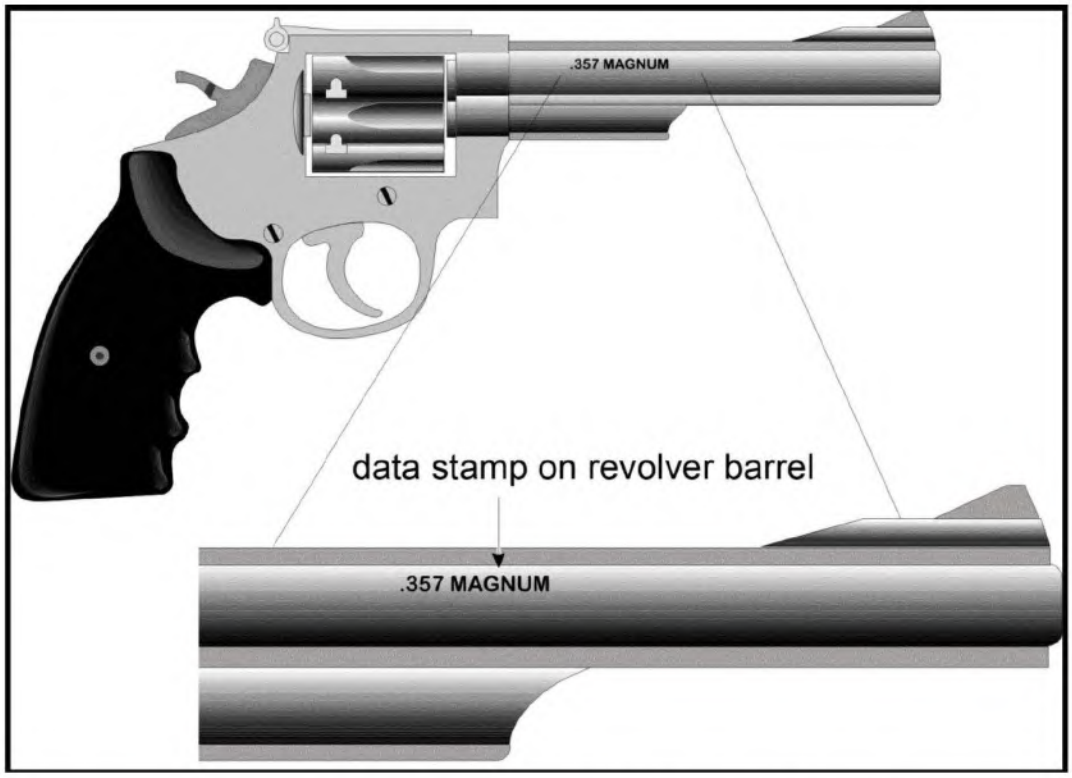


Figure 93. Example of a Barrel Data Stamp

Some firearms may not have a data stamp, or they may have an incorrect stamp. Some firearms may have been altered and the existing data stamp may be incorrect. They should be checked by a qualified individual before use. If you are reloading your own ammunition, you must strictly follow the instructions and procedures outlined in the manuals provided for this process. Visually inspect all cartridge components for defects before loading.

13.3.1. Types of cartridges

There are two basic types of modern cartridges: rim-fire and centre-fire.

a. Rim-fire ammunition's priming chemical fills the space inside the bottom rim of a thin brass or copper cartridge casing. The soft rim dents when struck by the firing pin. This crushes the priming compound. It explodes, and this ignites the powder (Figure 94).

- The .17hmr is also a rim-fire ammunition but the popular modern rim-fire cartridges are .22 calibre. They commonly come in short, long and long rifle. A .22-magnum cartridge is also available; however, it is not interchangeable with the other .22 cartridges. Be sure to use the correct ammunition for your specific firearm.
- Rim-fire cartridge bullets generally are made of lead. They can be jacketed or lubricated with grease or special waxes that reduce the build-up of lead in the handgun barrel except for the .17hmr that is jacketed.

Dry firing a rim-fire firearm can damage the firearm. Dry firing means to initiate a firing sequence without a cartridge in the chamber.

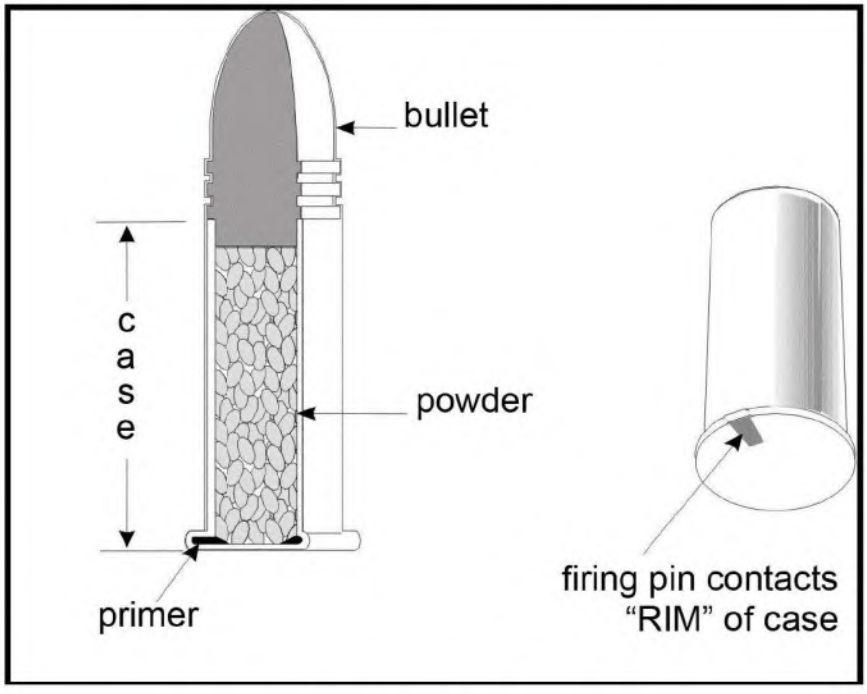


Figure 94. Rim-fire Cartridge

b. Centre-fire ammunition is generally used for larger more powerful calibre firearms. The primer is located at the centre of the base of the cartridge case. The firing pin strikes the primer. This explodes the priming compound. This in turn ignites the powder charge.

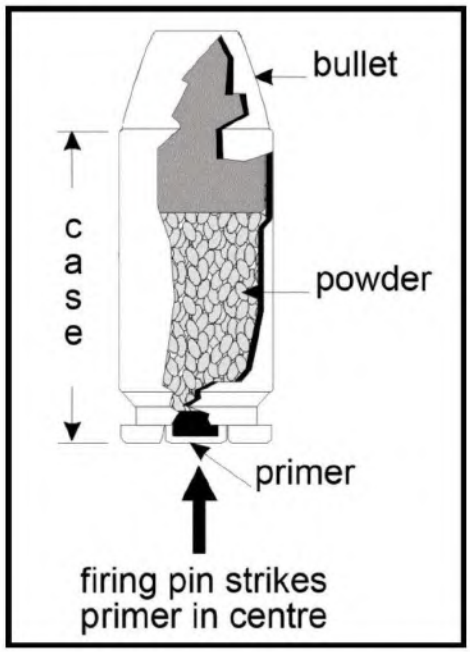


Figure 95. Centre-fire Cartridge

Table 11. Sizes and Types of Handgun Ammunition

TYPE	COMPONENTS	PURPOSE
Sizes: calibre e.g., .22 or .45 or 9 mm **Figure 96. Rim-fire and Centre-fire**	**BULLET**	Strikes target
	POWDER	Burns and expands to propel bullet
	CASE	Contains components
	PRIMER	Fires powder charge when struck by firing pin

13.3.2. Cartridge names

a. There are various ways of identifying or "naming" cartridges. Some cartridges have several names. The cartridge name, or an abbreviation of it, is stamped on the head of the case. It is also found printed on the ammunition manufacturer's box.

Cartridges with different names are not interchangeable (such as .38 S&W/.38 Special/.38 Super Auto)

b. A manufacturer may choose to make a firearm or ammunition in a cartridge originally made by another manufacturer, and as a result, confusion can occur. For example, you can use a Remington rifle to fire a .300 Winchester Magnum cartridge made by the Federal Cartridge Company.

c. The head stamp includes very valuable information, such as the cartridge name. It may also tell you the following:

- the caliber;
- the manufacturer; and
- whether the ammunition is regular or magnum and any other relevant details.

d. Always read the cartridge name. It is the only way to be sure that the cartridge matches the firearm. If in doubt, check with a gunsmith or gun shop.

e. The term magnum comes from the description of a large bottle of wine. It was first applied to large bottleneck cartridges that produced greater power than was the normal standard for that calibre. Today, it is more a marketing term than a technical term, but it is an important part of the name.

f. To choose the right ammunition for the type of target and firearm, follow the manufacturer's recommendations. For handgun ammunition, the manufacturer's recommendations are included in the catalogues distributed through sporting goods stores and gun shops.

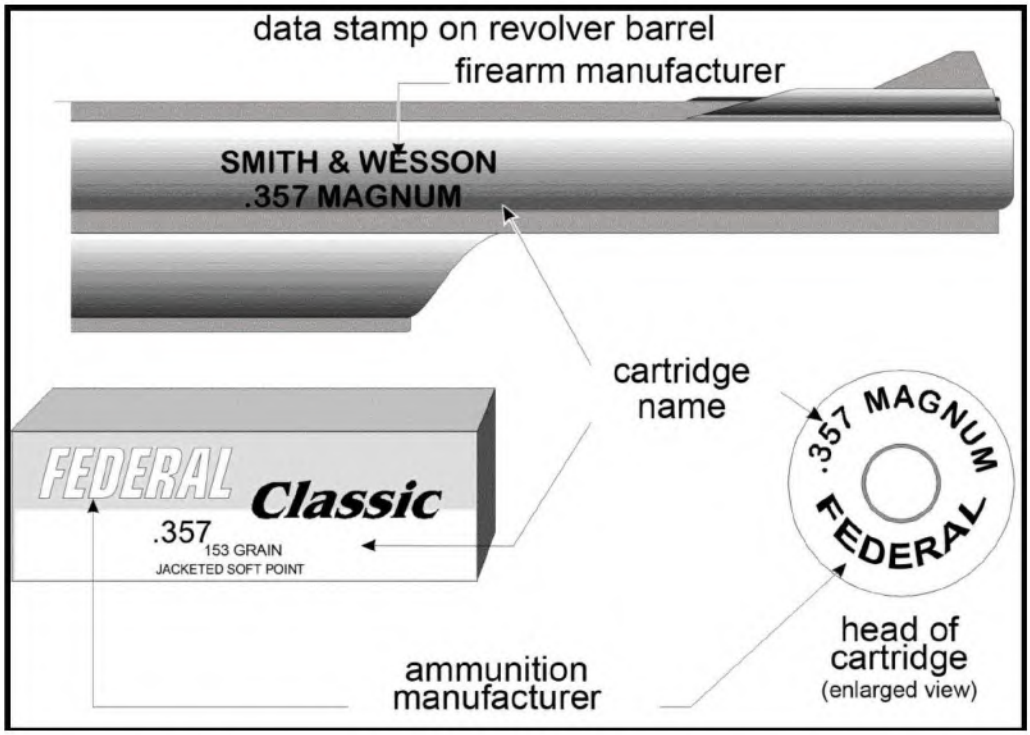


Figure 97. Cartridge Head Stamp, Data Stamp and Ammunition Box Label

Some ammunition may not have a cartridge name stamp, such as rim-fire cartridges. Refer to the information on the ammunition box. If in doubt, have any such ammunition checked by a qualified individual before you use it.

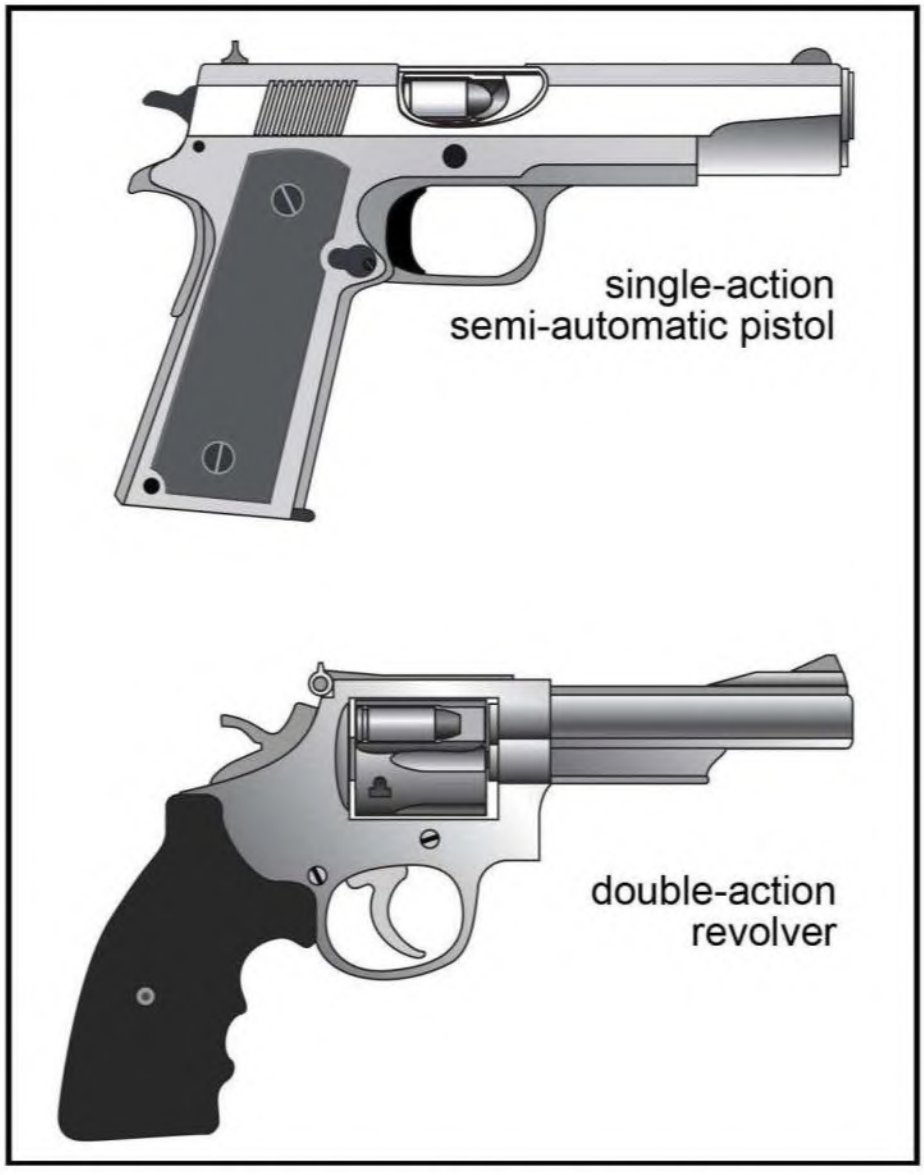


Figure 98. Chambered Ammunition Cut-away

13.3.3. Cartridge components and materials

Ammunition varies in size, appearance and materials. Ammunition cartridges for handguns are made up of the four basic components described below (Figures 99 and 100):

1. The bullet is the projectile at the front end of the cartridge. It is propelled from the firearm by the expansion or explosion of gas from the burning powder. Usually, the bullet is made of lead, lead alloy or other dense material. It may also be covered by a jacket of a harder metal. When the nose of the bullet is covered in this manner, it may be referred to as a full-metal jacket, hard point or ball ammunition. If the lead is exposed at the front of the bullet, it is referred to as a jacketed soft point. Copper or gilding metal is commonly used as jacket materials. Bullets come in a variety of sizes, shapes and weights. You must select the right combination for the target that you plan to shoot. Target bullets are often made from lead alloy. Lead handgun target bullets are commonly of a design known as a wadcutter or semi-wadcutter. Their sharp edges produce precise holes in paper targets.
2. The powder charge is a chemical compound inside the case. It is ignited to propel the bullet through the barrel.
3. The case holds all the other ammunition parts. It is usually made of brass. It could also be made of steel, copper or aluminum.
4. The primer contains a chemical mixture that explodes when the firing pin strikes it. This explosion ignites the powder charge.

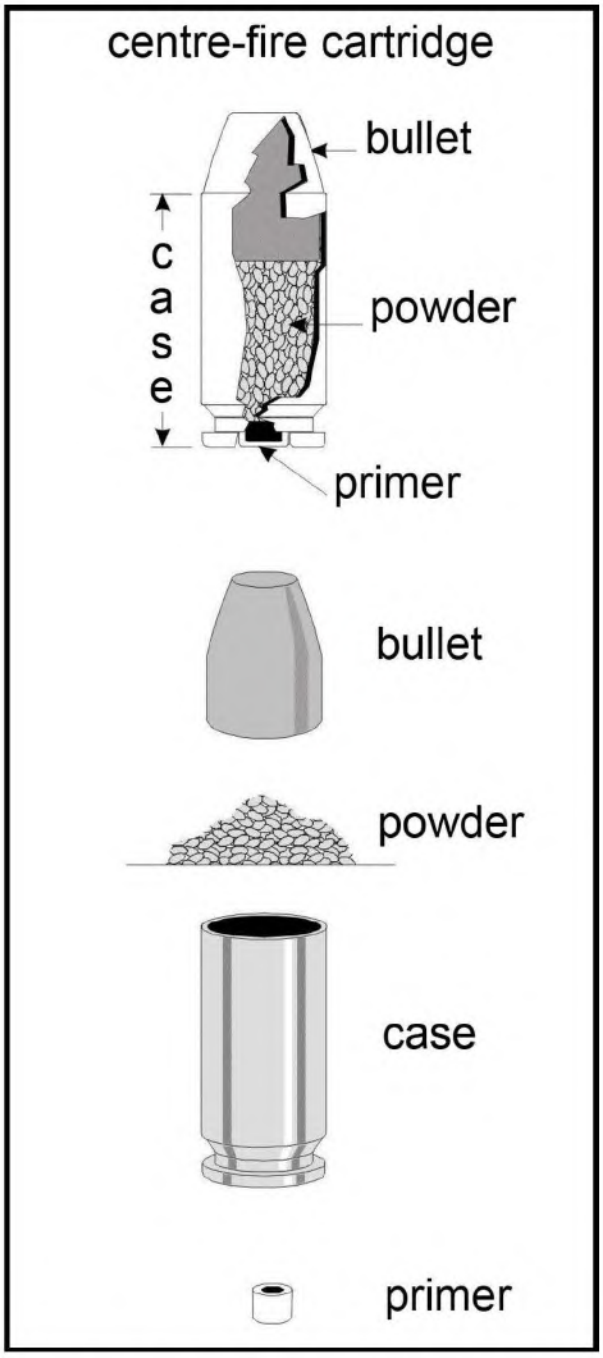


Figure 99. Centre-fire Bullet, Powder Charge, Case and Primer

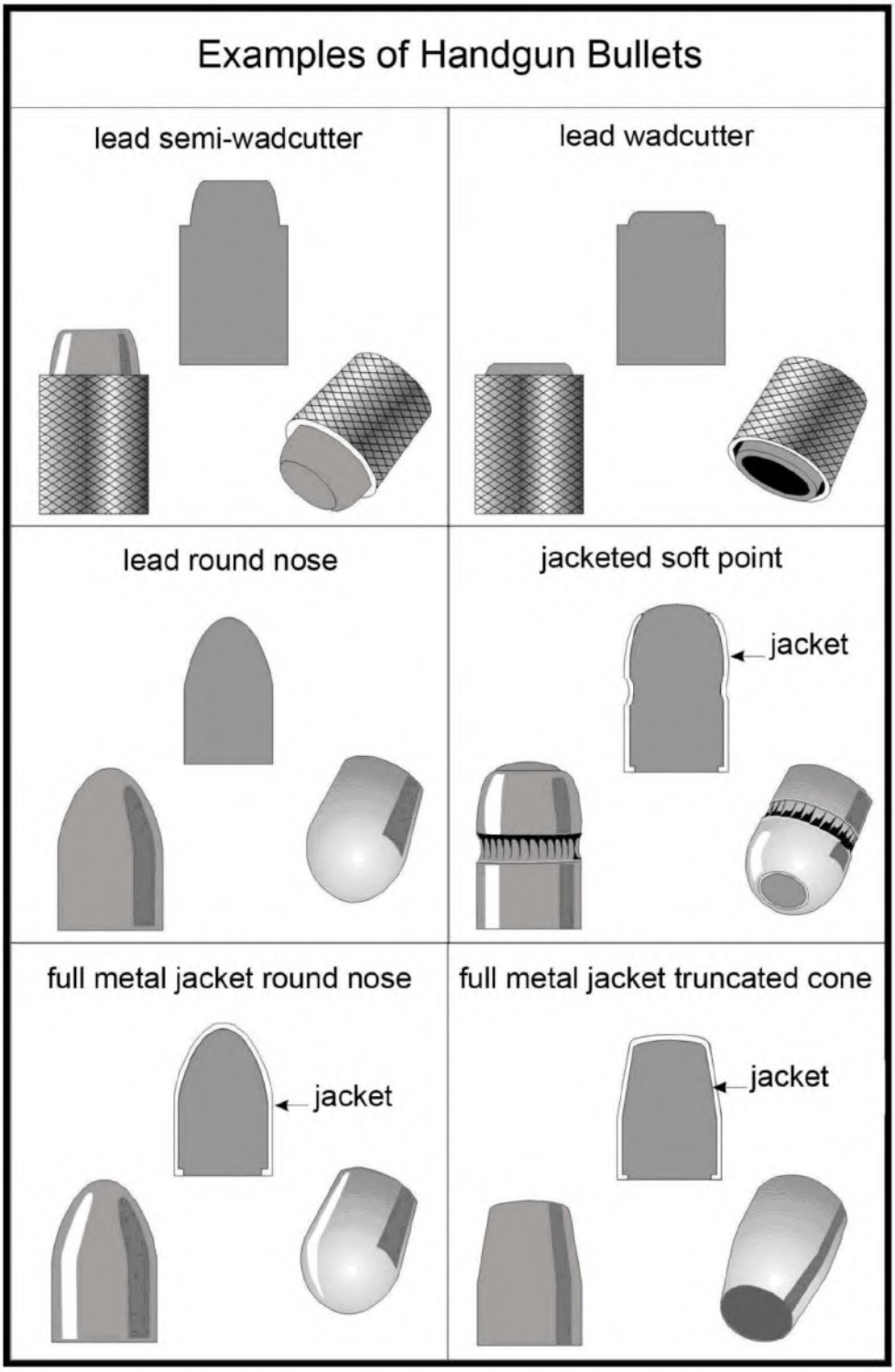


Figure 100. Examples of Handgun Bullets

13.4. Ballistics

a. Ballistics is the study of projectiles in flight and what affects them.

b. Modern firearms can shoot a long distance. For this reason, every shooter should understand ballistics. Handguns can shoot a bullet more than two kilometres.

c. Ballistics tables for ammunition supply the information to calculate the flight path and performance of cartridges.

d. You want to shoot safely. Therefore, you need to know how far your projectile will travel. That means that you need to know the dangerous range.

Be sure of your target and beyond. If there is any reason your shot may be unsafe, do not fire.

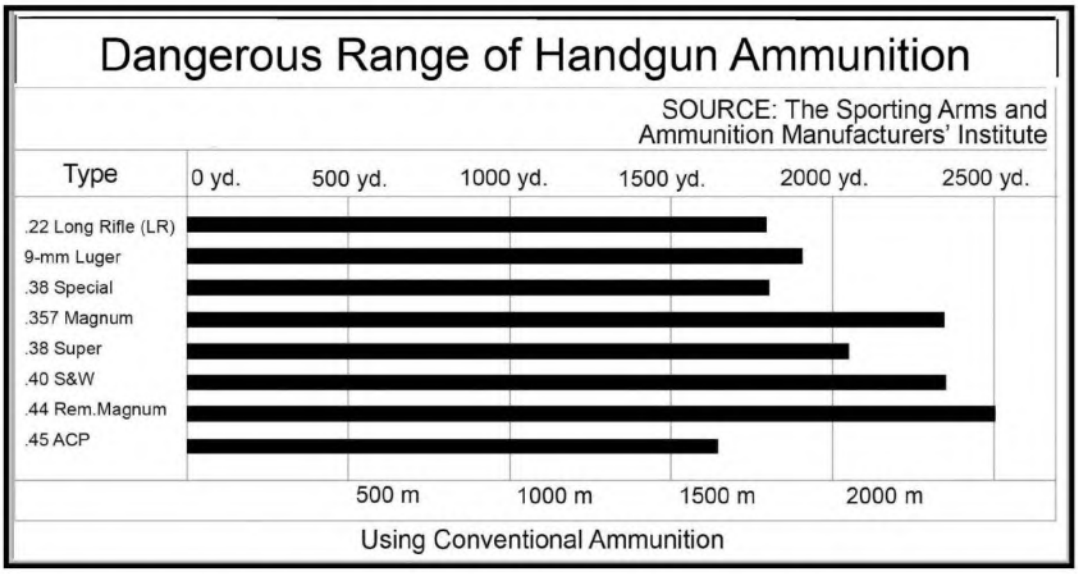


Figure 101. Dangerous Range of Handgun Ammunition

13.5. Trajectory

a. The trajectory is the path a discharged shot or bullet takes during flight. Several factors affect this path; examples include, but are not limited to, the following:

- Gravity pulls the bullet down toward the ground as it is travelling forward. This results in a downward curved path.
- Air resistance slows down the flight of the bullet.
- Velocity is the speed at which a bullet travels in a given time and direction.
- Mass is the weight of the bullet.

b. The firearm muzzle must be raised from the horizontal position to make up for gravity. The trajectory of a projectile is curved. It crosses the line of sight twice on the way to a target.

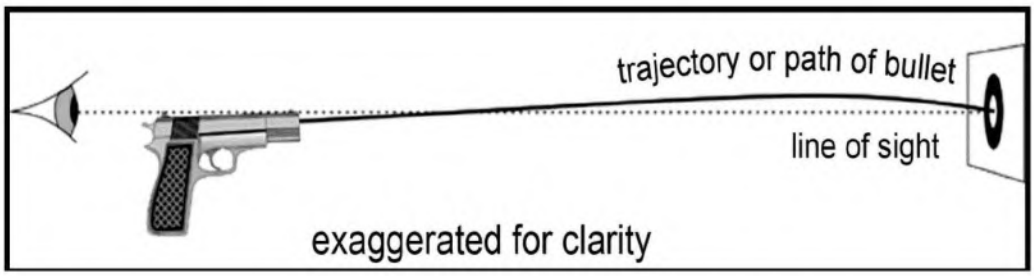


Figure 102. Trajectory of a Bullet

Responsible shooters will follow the recommendations below:

- **Shoot only at targets within effective range.**
- **Consider the maximum distance the shot or bullet may travel beyond the target.**
- **You are responsible for where the bullet stops.**

13.6. Hazards

The selection of the correct ammunition for the firearm is critical to safe operation but sometimes even the correct cartridge can fail to fire properly. Modern commercial ammunition is normally very reliable but there are several ways the cartridge may not fire.

- A misfire is a cartridge that does not fire. Misfired cartridges should not be reused in the firearm and must be disposed of properly. Muzzleloading firearms may also misfire.
- A hangfire is a delayed fire in which the firing pin strikes the primer but it does not create enough flame to ignite the powder instantly. If the muzzle is not pointed in a safe direction when the cartridge eventually fires, it may result in an injury. If the cartridge is removed from the chamber and then discharges, the explosive rupture of the case may also cause injury. Muzzleloading firearms may also have a hangfire.
- A primer pop (squib load) happens when the cartridge does not contain any gunpowder or when the gunpowder is no longer effective. The firearm will discharge the primer without the usual noise or recoil. This may have enough force to push the bullet out of the case, but the bullet may lodge in the barrel. If another bullet is fired, the barrel may rupture and cause possible injury.

If the trigger is pulled and there is no noticeable discharge, wait 60 seconds while pointing the muzzle in a safe direction. If there is no hangfire within 60 seconds, open the action and unload the firearm. PROVE the firearm safe to ensure that there are no bullets lodged in the barrel.

13.7. Firearm malfunctions

Generally, using commercially made ammunition and a properly maintained firearm, malfunctions will not occur. Firearms jammed with a cartridge in the chamber(s) can be hazardous. This hazard, if not dealt with properly, may result in a serious injury. Consult a qualified person or gunsmith for information on how to perform this function in the safest possible manner with your particular firearm.

13.8. Ammunition precautions and legislation

Explosives information is issued by Natural Resources Canada. It indicates that you may keep reasonable quantities of sporting ammunition on your property. "Reasonable" means quantities typically required for a rifle, handgun, shotgun or for part of a collection. This ammunition must be for your private use, not resale. Contact Natural Resources Canada for details. You must take every necessary precaution against incidents by adhering to the instructions below:

- Ammunition must be stored out of children's reach. It must be kept away from flammables.
- Ammunition for a restricted firearm may only be stored in a place where it is not within easy access to the firearm, unless the ammunition is stored, together with or separately from the firearm in:
  - a securely locked container or receptacle that cannot be easily broken open or into; or
  - a securely locked vault, safe or room specifically built or adapted for the secure storage of restricted firearms.
- In a dwelling house, ammunition for a restricted firearm must not be displayed with the firearm and it cannot be within easy access to the firearm from which it can be discharged.
- In a place other than a dwelling house, ammunition for a restricted firearm must not be displayed with the firearm and it cannot be within easy access to the firearm from which it can be discharged, unless the ammunition is displayed in a securely locked container or receptacle that cannot be easily broken open or into.
- All ammunition should be stored in a cool, dry place, preferably in a vented container. This will reduce the chance of corrosion or breakdown of ammunition components that could cause the firearm to jam or misfire.

Keep in mind that storing ammunition in an unvented container may create an explosive hazard during a fire.

Ammunition Safety Points to Remember

- Carry ammunition only for the firearm you are using.
- Never experiment with unfamiliar ammunition.
- Using modern ammunition in old firearms may be hazardous.
- When a misfire occurs, slowly count to 60 while pointing the muzzle in a safe direction. Remove the cartridge following safe procedures. Then, carefully inspect the bore for obstructions.
- Never use old or corroded ammunition or reloading components.
- Never use cartridges if you are uncertain about their safe use.
- Never interchange smokeless powder and black powder. Use them only in firearms intended for their use.
- Store all ammunition so that unauthorized persons do not have access to it.
- Ammunition should never be displayed with a firearm.
- Ammunition is most safely carried in its original container.
- When hand loading your own ammunition, be certain to strictly follow the procedures in the manuals about reloading ammunition. Treat primers with extra caution—they are explosive devices.

13.9. Review questions

1. What are the spiral grooves cut inside the barrel called?
2. Name the two basic types of modern ammunition.
3. How do you identify the calibre of ammunition cartridges?
4. How long should you wait after a misfire, before you ACTS/PROVE your firearm?
5. Is it safe to use a .357 cartridge in a firearm chambered for a .38 special?

MODULE 14:
OPERATING HANDGUN ACTIONS

Mass Casualty Commission Exhibit

MODULE 14: OPERATING HANDGUN ACTIONS

14.0. Overview

a. To understand the safe use of firearms, you must become familiar with action types, how they work, and how to safely load and unload them.

b. This module first defines the different types of firearms, various safeties and action releases and shows how to do the following:

- identify each type of action;
- locate safeties (some actions will not open unless the safety is **OFF**);
- open actions and unload—**ACTS and PROVE it safe**; and
- safely load each type of action, with the safety **ON**, whenever possible.

Always wear safety glasses and hearing protection when loading and discharging firearms.

14.1. Common types of handgun actions

Handguns are generally classified by their type of action. There are two basic types as follows:

a. A revolving action is used for some handguns. It has several chambers in a rotating cylinder and can contain one cartridge in each chamber. Revolvers are manufactured as a non-swing cylinder, a swing-out cylinder or a top break.

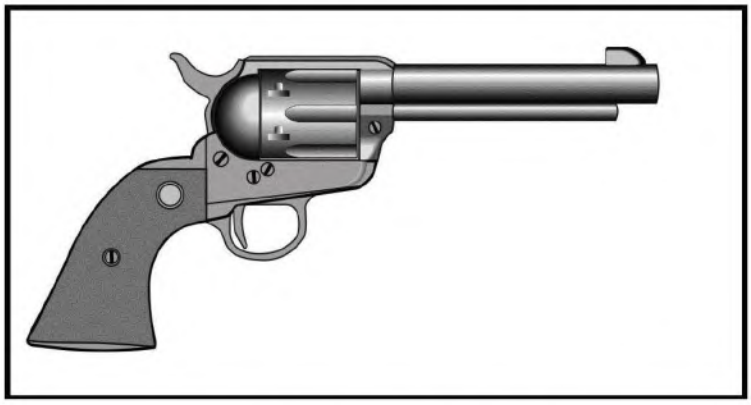


Figure 103. Revolver

b. A semi-automatic action extracts and ejects empty casings and inserts another cartridge in the chamber automatically after each pull of the trigger.

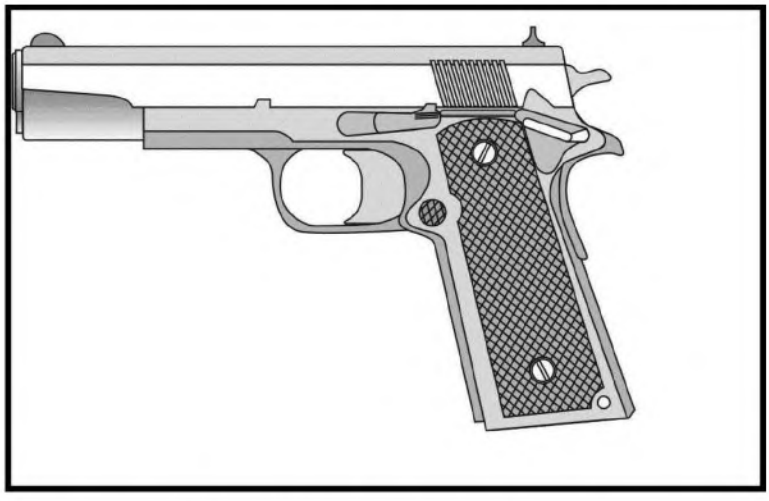


Figure 104. Semi-automatic

14.2. Other types of handgun actions

a. A hinge (or break) action opens near the breech and is usually single barrel.

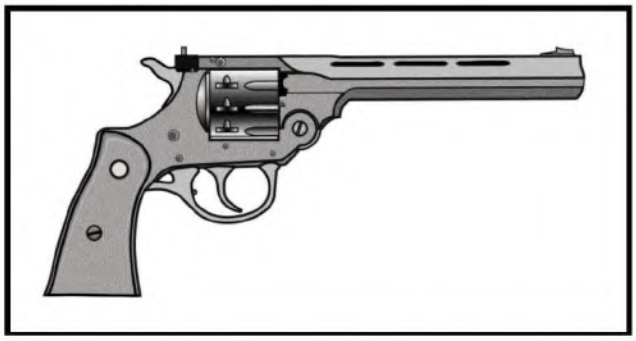


Figure 105. Break-action Revolver

b. A bolt action is similar to those found on long guns and can be either single shot or multiple shot.

14.3. Trigger functions

There are three primary functions. They are single action only, single and double action and double action only.

a. A single action is an action that releases the hammer from a cocked position when the trigger is pulled.

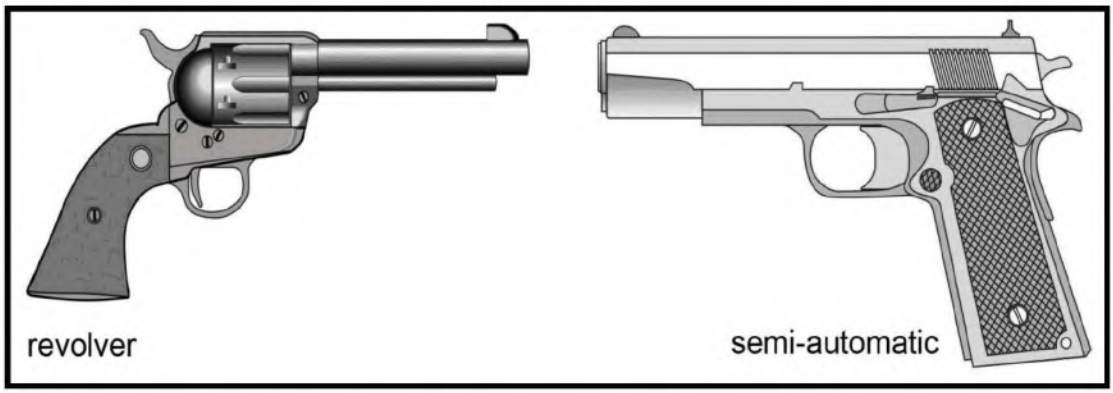


Figure 106. Single-action Handguns

b. A single and double action is an action that cocks and fires with a complete pull of the trigger. Double actions may also fire in single action mode.

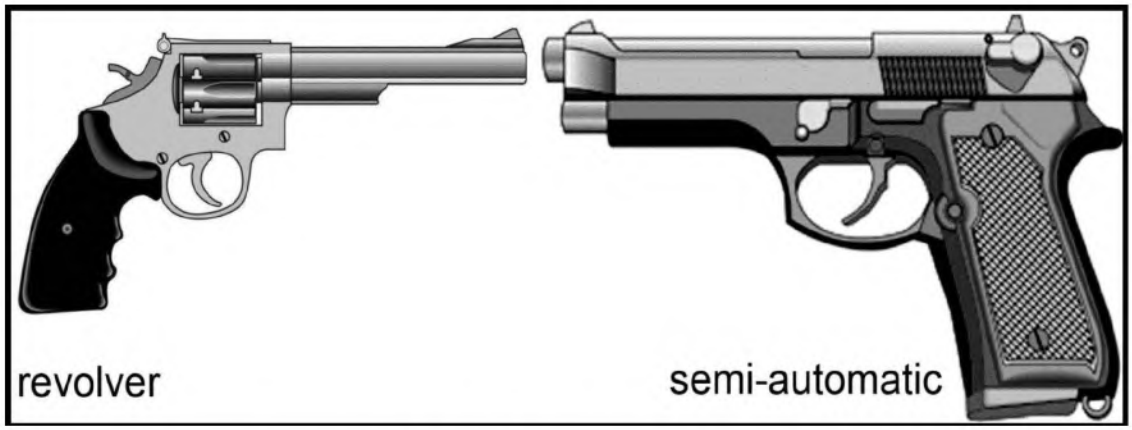


Figure 107. Double-action Handguns

c. A double action only is an action that cannot fire in the single action mode.

Double action / single action requires a different trigger pull between the first and subsequent shots.

14.4. Safeties

14.4.0. Overview

a. A mechanical device known as a safety is included on most firearms to reduce the chances of unintentional firing. However, mechanical devices can fail. A hard blow may cause some firearms to fire even with the safety ON. Therefore, safe handling of a firearm by the person holding it will always be the most important firearm safety device. Always use the safety, but never rely on it to prevent firing.

b. The safety is designed to prevent the firearm from firing by interrupting the firing sequence. The safety blocks one or more of the trigger, sear, hammer or firing pin.

c. There are two types of safeties: manual safeties and built-in safety devices. Manual safeties can be placed on or off. They include slide safeties, like the lever safety, and frame safeties, like the safety lock. Built-in safety devices may prevent unintentional discharge. They include decocking levers, trigger safeties, magazine disconnects and grip safeties.

Never rely on a safety to prevent unintentional firing. A safety can fail. All safeties are slightly different. Consult the owner's manual. Different manufacturers may use different terminology to describe their safeties.

14.4.1. Manual safeties

a. The lever safety is found on either the right or left side of the receiver. It is operated by pushing forward and back to either the ON or OFF position.

b. The safety lock is normally operated by pushing it up into a notch on the slide. These safeties are commonly found on the left side of the receiver, near the hammer on single-action semi-automatics.

c. With semi-automatic handguns, the hammer is automatically placed into the full-cock position each time the slide is pulled to the rear. In single and double-action semi-automatic handguns, the hammer remains in this position. In double action only, the hammer returns forward to the rest position. Whenever possible, when operating the action of any firearm, always have the safety on.

14.4.2. Built-in safeties

These safety devices may or may not be present on your firearm. Always consult your owner's manual.

a. With a double-action semi-automatic handgun, there may be a decocking device or decocking lever. These are common on modern models. Instead of carefully manually decocking the hammer as you would with single-action revolvers and semi-automatics, you need only depress the decocking lever. The decocking lever safely lowers the hammer. To accomplish this task, hold the firearm firmly in the strong hand and depress the decocking lever with the weak hand thumb. On some handguns, the decocking lever also engages the safety. Double-action-only handguns do not have a decocking lever.

b. The trigger safety is found on some models of handguns. This is a pivoting device found as a part of the trigger. As the trigger is pulled, the safety moves to the OFF position and the handgun can be fired.

c. The magazine disconnect safety prevents the firearm from being discharged when the magazine is removed.

d. The grip safety is usually found on semi-automatic handguns. It disengages when the firearm is held in and ready to fire.

e. The hammer block / transfer bar will prevent the firing pin from touching the primer. On many older revolvers, the firing pin may rest on the primer of any cartridges directly below it when the hammer is in the forward position. If the hammer is struck, the cartridge will fire. Most modern revolvers include a safety device to prevent this from happening. This is normally accomplished by preventing the firing pin from touching the primer unless the trigger is held all the way to the rear. The most common safety devices used to accomplish this are the hammer block and transfer bar. Consult your owner's manual or a gunsmith to find out if your revolver has one of these devices.

Be very careful when moving the hammer. It could slip from beneath your weak hand thumb and fire the cartridge. Persons who are right handed would consider their left hand as their weak hand. The presence of a half cock on a firearm does not guarantee it is a safety. Some firearms do not use it as a safety. Consult the owner's manual.

f. Safely lowering the hammer from the full-cock position on a single-action revolver requires caution. The following method can be used when a "cease-fire" is called and the hammer is at full cock:

   1. While maintaining a solid grip with the strong hand, place the weak-hand thumb fully on the hammer.

   2. Pull the trigger with the strong-hand finger and begin to slowly lower the hammer fully forward. When the hammer is disengaged, release the trigger. If a semi-cocked position exists on the firearm, the hammer will immediately stop.

g. There are some differences between various models of single-action handguns. If possible with the model you are using, move the trigger finger off the trigger and out of the trigger guard immediately after the hammer begins to move forward. Slowly and carefully lower the hammer. If there is no half-cock position, lower the hammer all the way forward and down.

h. Double-action handguns also rely on a heavy double-action trigger pull as a further safety barrier to unintentional firing.

Before loading any firearm, determine the position of the safety. Although all the illustrations of revolvers and pistols in this manual depict firearms with exposed hammers, many manufacturers produce them with internal hammers. Although some of these internal hammers function identically to the external hammers on comparable pistols, most function more like the mechanism on a bolt action. The hammer does not pivot on an axis; it moves back and forth in a straight line. It is called a striker. Some striker mechanisms use a built-in firing pin; others hit the firing pin and drive it forward. All the safety procedures for exposed hammers apply to internal hammers, but because the hammer is not visible, it is difficult to see if the hammer is cocked. Great care should be taken.

14.5. Action releases

Most handguns, other than semi-automatics, have some type of mechanism that must be moved to allow an action to be opened or closed. The location of the action release mechanism depends on the make and model of the firearm.

Do not touch any firearm unless you know how to handle it safely. If you do not know, consult the owner's manual or consult a gunsmith who knows that firearm well.

14.6. General loading and unloading procedures

Before attempting to unload a firearm, first follow the **Vital Four ACTS of Firearm Safety** and **PROVE it safe**.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

14.6.1. Unloading procedure: ACTS and PROVE it safe

PROVE is an acronym, or memory aid, that stands for the five steps required to ensure that a firearm is unloaded and is safe. The five steps are: Point, Remove, Observe, Verify and Examine. These procedures must be followed to safely unload any firearm.

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - If the firearm has a detachable magazine, remove the magazine from the firearm first (this prevents a semi-automatic from chambering another cartridge if the action closes).
   - Open the action to remove any cartridges from the chamber(s).
   - Leave the action open.
3. **O**bserve the chamber(s) to confirm that there is no cartridge(s) or empty casing(s).
4. **V**erify that the feeding path is clear of ammunition, casings or foreign objects.
5. **E**xamine the bore for lubricant, rust or other obstructions.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and **ACTS—PROVEd it safe**.

14.6.2. Checking the barrel for obstructions

Always check the barrel and chamber for obstructions before loading.

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

14.6.3. Loading procedure

1. Prepare the firearm for loading by going through the complete unloading procedure **ACTS—PROVE it safe**.
2. Clear any obstructions from the chamber(s) and bore(s). Clean if required.
3. Put the safety **ON**, if it can be left on during the loading process.
4. Point the firearm in the safest available direction throughout the loading and chambering procedure.
5. Make sure that nothing touches the trigger throughout this process.
6. Where possible, with the action open, select and load the correct ammunition by matching the data stamp on the firearm to the head stamp on the cartridge.
7. Point down range, extend arm, locking wrist and elbow, and close the action.
8. Leave any safety on (if applicable) until ready to fire.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

14.6.4. Loading and unloading the most common action types

Do not attempt to handle any firearm that you are uncomfortable handling. To ensure safe handling of any firearm, seek the assistance of a qualified individual.

14.7. Operating repeating firearms: revolver actions

14.7.0. Overview

a. All firearms have their own unique aspects. One of the best ways to discover the specific methods for unloading and loading your particular firearm is to study the owner's manual. The steps outlined in this module are not meant to replace a full understanding of a given firearm owner's manual. The following information is an introduction to the most common actions. The general procedure does not change, but the details can vary significantly.

b. Many firearms are repeaters. Revolvers, for example, are repeaters because they hold more than one cartridge and can be fired several times in a row. The most common repeating handguns are the revolvers described in this module.

c. The extra cartridges in a manually repeating revolver are contained in the cylinder (Figure 108).

d. The revolving action takes its name from a revolving cylinder containing a number of cartridge chambers. One chamber at a time lines up with the barrel and hammer. Revolver cylinders may rotate either clockwise or counter-clockwise, depending on the manufacturer.

e. Most single-action revolvers have cylinders that are incapable of swinging out. Cartridges are inserted and removed one at a time through a loading port, usually located on the right side. When firing the single-action revolver, the hammer must be manually placed in the full-cock position for each shot. Pulling the trigger completes one function. It releases the hammer.

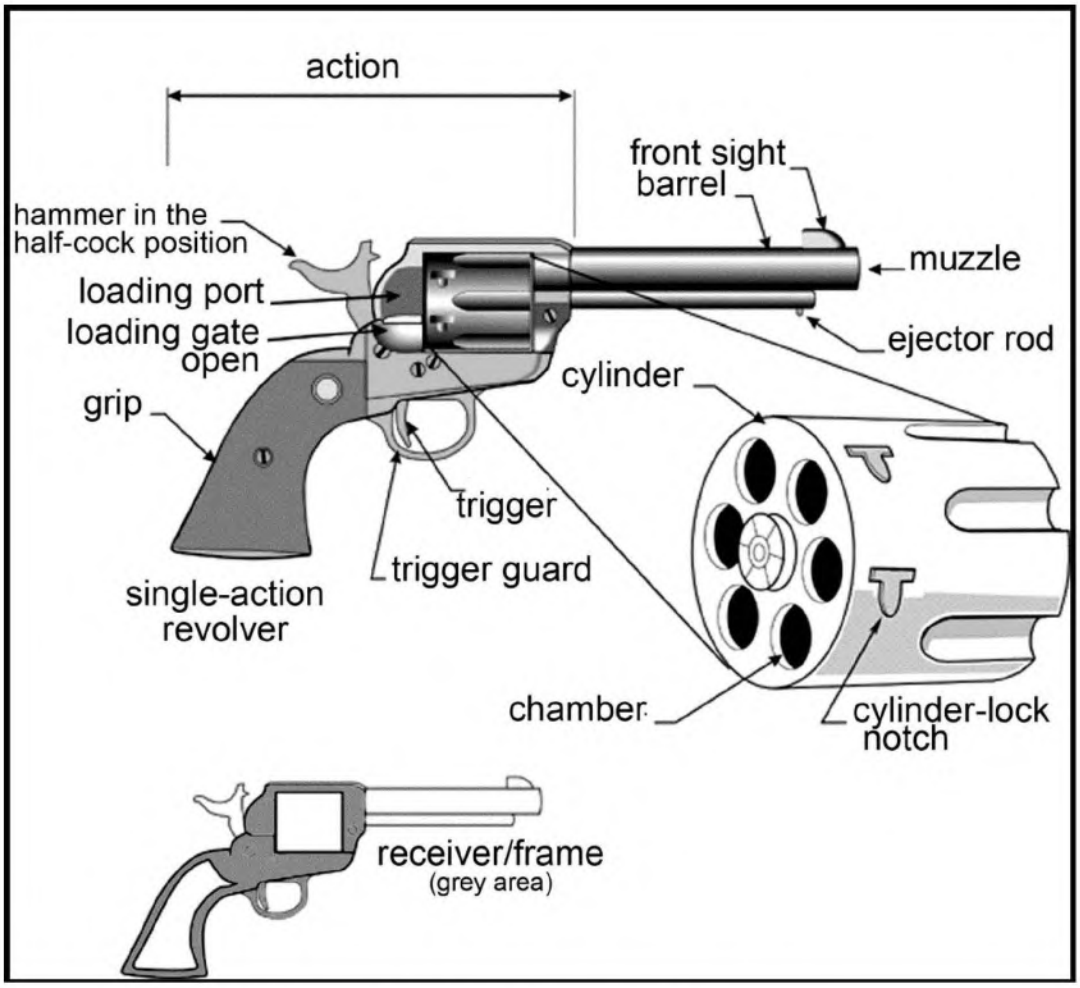


Figure 108. Single-action Revolver

14.7.1. Revolver: single-action non-swing-out cylinder (loading gate) / unloading procedure—ACTS and PROVE it safe

Before attempting to unload a firearm, first follow the Vital Four ACTS of Firearm Safety—PROVE it safe.

1. **P**oint the firearm in the safest available direction throughout the unloading procedure.
   - Make sure that nothing touches the trigger throughout this procedure.
   - Open the loading gate and check if the cylinder will rotate. If the cylinder does NOT rotate, put the safety **ON**, hammer in half-cock/loading notch during the unloading procedure.
2. **R**emove all ammunition as follows:

   When the cylinder rotates, observe each chamber through the loading port, as you turn the cylinder, to ensure that there are no cartridges in the cylinder. If any cartridges or casings are present, use the ejector rod under the barrel to remove them. The chamber must be aligned with the loading port. Push the ejector rod from the front to the back. Let any cartridge or casing fall on the shooting bench or range floor and leave it there until you have completed all the steps.
3. **O**bserve every chamber(s) to confirm that there is no cartridge(s) or empty casing(s).
4. **V**erify by inspecting to ensure that the feeding path is clear of ammunition, casings or foreign objects.
5. **E**xamine the bore for lubricant, rust or other obstructions.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and ACTS—PROVEd it safe.

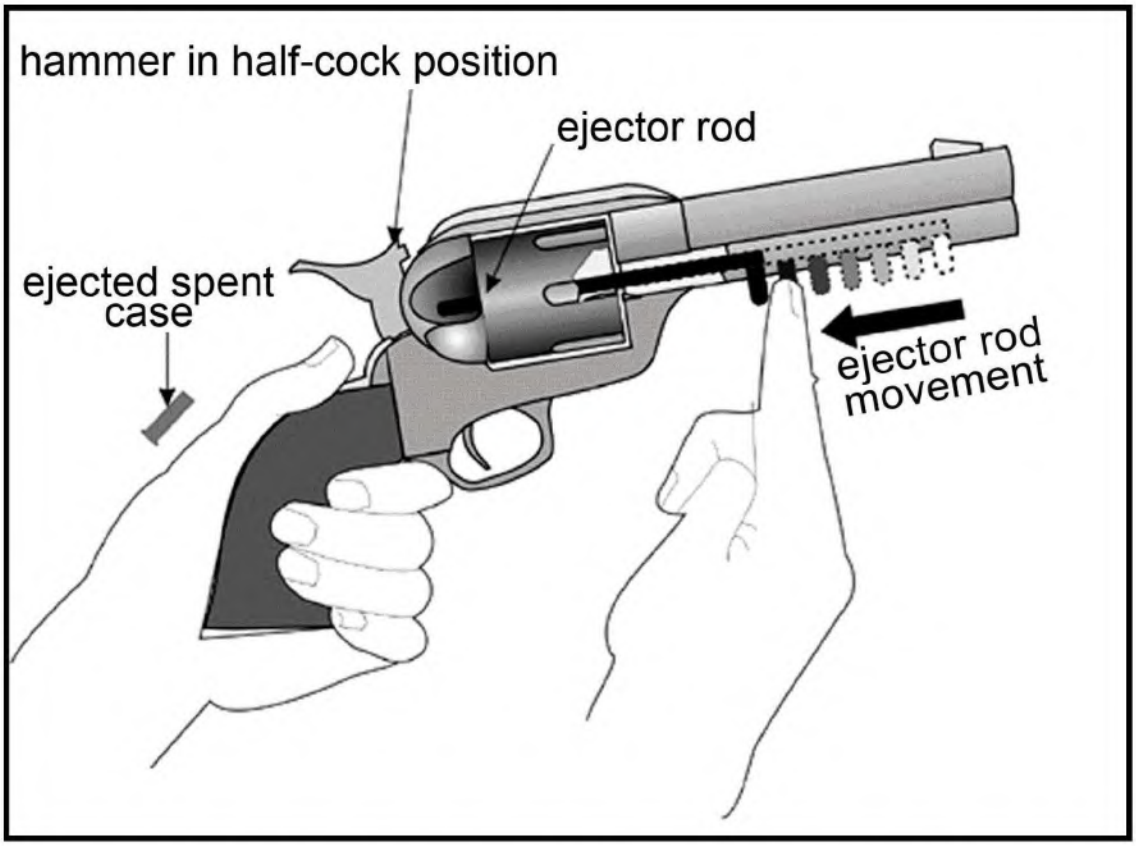


Figure 109. Removing a Cartridge from a Single-action Revolver

14.7.2. Revolver: single-action non-swing-out cylinder (loading gate) / loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure—**ACTS** and **PROVE it safe**.
2. Clear any obstructions from the chamber(s) and barrel. Clean if required.
3. Point the firearm in the safest available direction throughout the loading procedure.
4. Make sure that nothing touches the trigger throughout this process.
5. Put the safety **ON**, if applicable. While most revolvers do not have safeties, some do. Consult your owner's manual or ask a qualified gunsmith.
6. With the loading gate open, select the correct ammunition by matching the data stamp on the firearm with the head stamp on the cartridge. Insert the cartridge(s) into the chamber(s).
7. Close the loading gate covering the port.
8. Leave any safety on (if applicable) until ready to fire.

The firearm is now loaded and ready for use. It requires continuous attention until it is unloaded.

Always be sure of your target and beyond.

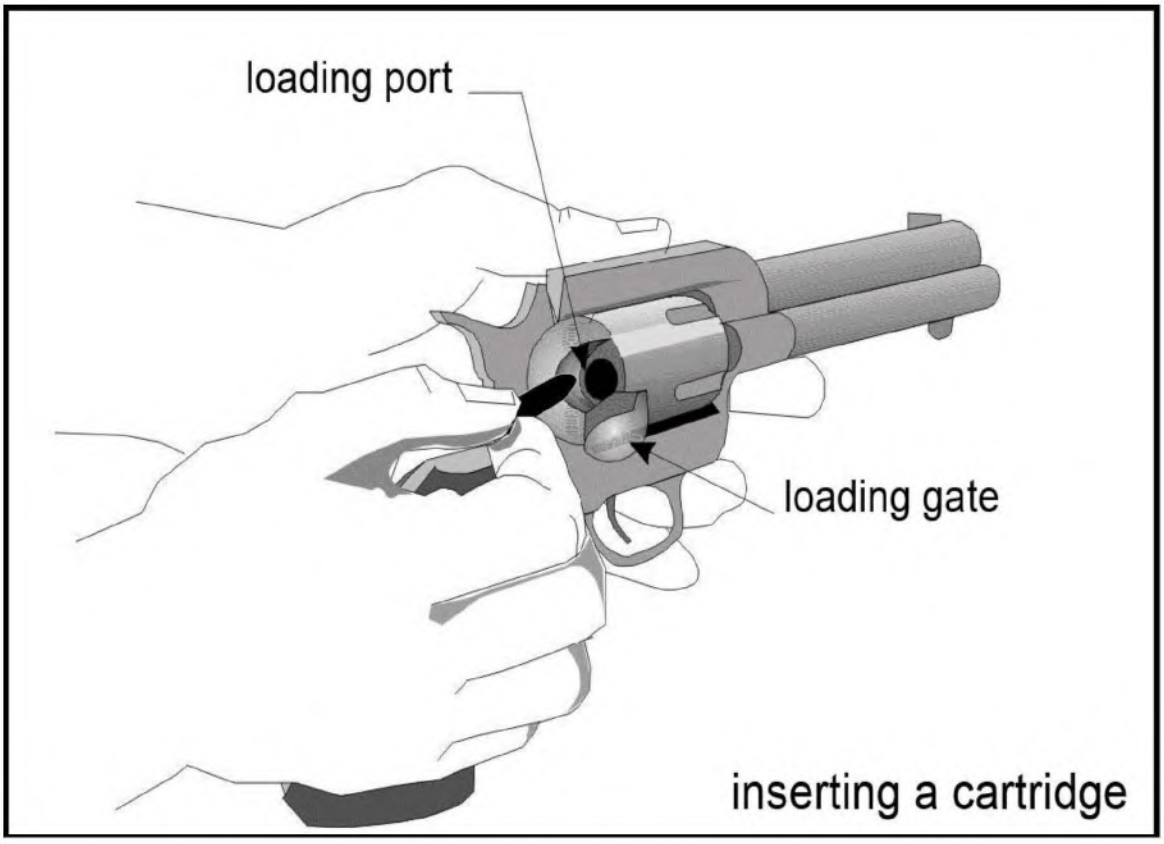


Figure 110. Loading a Single-action (loading gate revolver)

14.7.3. Revolver: double-action swing-out cylinder and break open / unloading procedure—ACTS and PROVE it safe

Before attempting to unload a firearm, first follow the Vital Four ACTS of Firearm Safety—PROVE it safe.

1. **P**oint the firearm in the safest available direction throughout the unloading procedure:
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety **ON**, if applicable. While most revolvers do not have safeties, some do. Consult your owner's manual or ask a qualified gunsmith.
2. **R**emove all ammunition as follows:
   - Operate the cylinder release and expose the chambers by swinging the cylinder to the side or top.
   - Tip the muzzle slightly upward in a safe direction and operate the ejector rod to allow the cartridges or empty casings to fall out. If not ejected, remove them by hand. Let any cartridge or casing fall on the shooting bench or range floor and leave it there until you have completed all the steps.
   - Leave the action open.
3. **O**bserve the chambers to confirm that there are no cartridges or empty casings.
4. **V**erify by inspecting to ensure that the feeding path is clear of ammunition, casings or foreign objects.
5. **E**xamine the bore for lubricant, rust or other obstructions.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

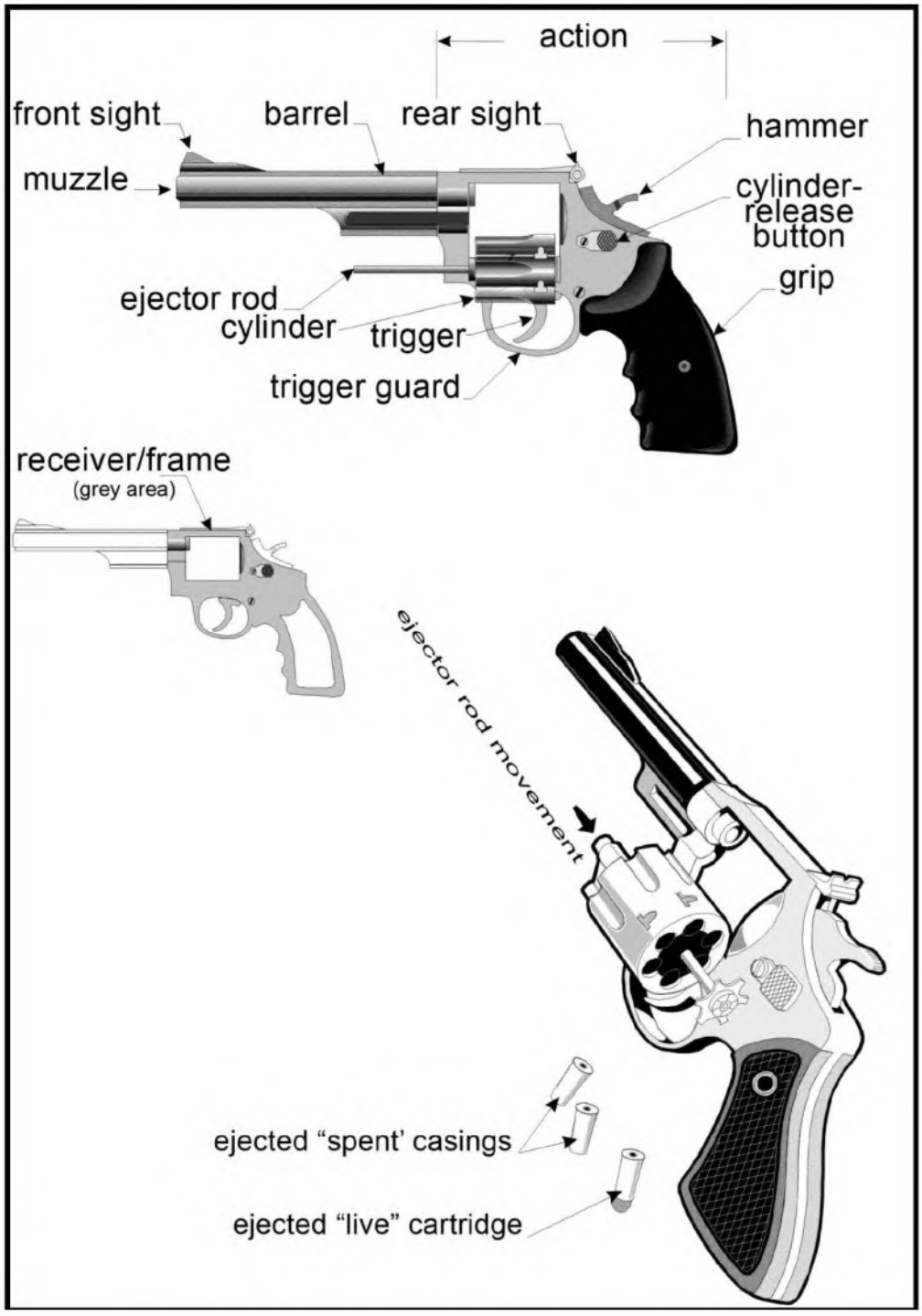


Figure 111. Double-action Revolver Swing-out Cylinder

In a double-action revolver, pulling the trigger all the way to the rear completes two functions:

1. turns the cylinder so a cartridge lines up with the barrel under the hammer; and
2. cocks and releases the hammer.

The cylinder normally has a release that enables it to swing out. This allows more than one cartridge at a time to be inserted, or ejected from, the cylinder.

14.7.4. Revolver: double-action break open / loading procedure—ACTS and PROVE it safe

Only load a firearm when you intend to use it and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure—**ACTS and PROVE it safe**.
2. Clear any obstructions from the chamber(s) and bore. Clean if required.
3. Point the firearm in the safest available direction throughout the loading procedure.
4. Make sure that nothing touches the trigger throughout this process.
5. Leave the hammer fully down (if possible) during the loading process.
6. With the action open, select the correct ammunition by verifying that the data stamp on the firearm matches the head stamp on the cartridge.
7. Place the cartridge(s) into the chamber(s).
8. Close the cylinder firmly, locking the action closed.
9. Leave any safety **ON** and the hammer down, if applicable, until ready to fire.

The firearm is now loaded and ready for use. It requires continuous care and attention until it is unloaded.

Always be sure of your target and beyond.

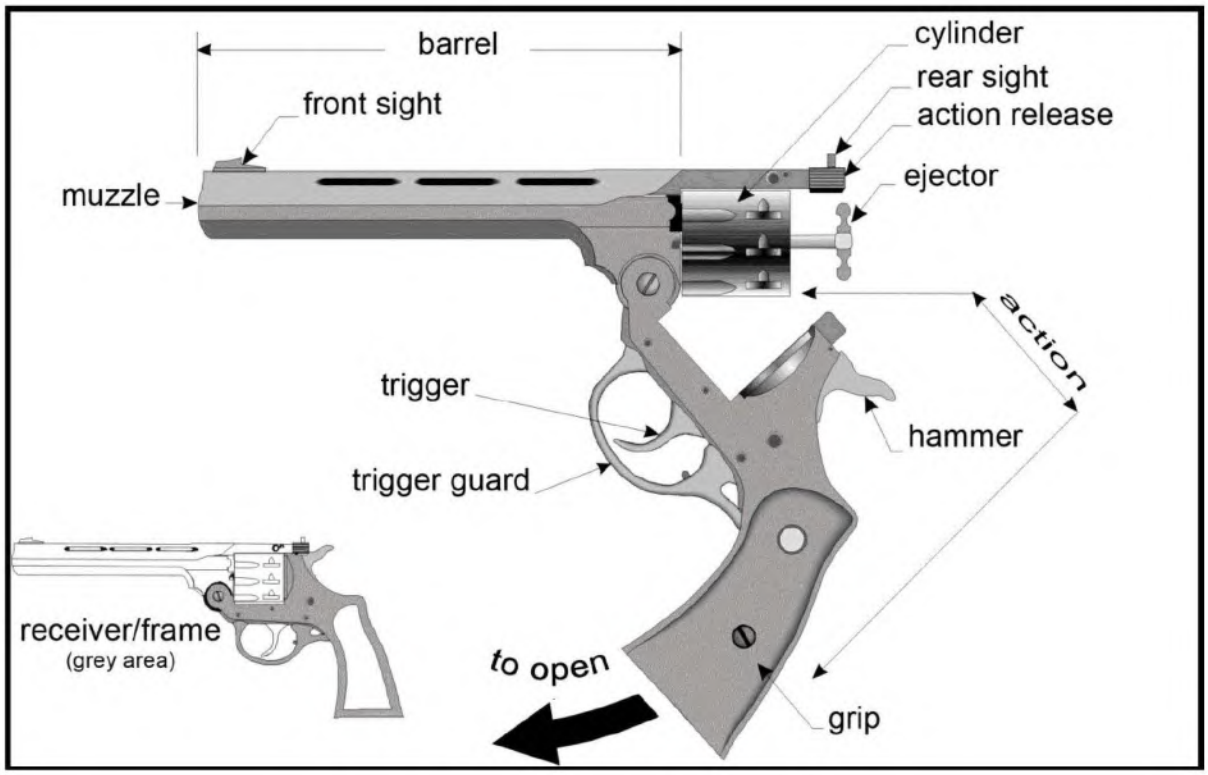


Figure 112. Top-break Revolver

Break-open revolvers operate in a similar manner to other double-action revolvers. Instead of the cylinder typically swinging out, the action hinges open, normally to the top or bottom.

14.8. Semi-automatic actions: pistols

14.8.0. Overview

a. With each pull of the trigger, the semi-automatic action uses part of the energy of the expanding gas from the burning powder to extract the empty cartridge case and to chamber the next cartridge. There is no need to load another cartridge into the firing position. Each time a cartridge is fired, the empty case is ejected and another cartridge is placed into the chamber from the magazine.

b. Semi-automatic handguns are further divided into single action, double action and double action only. In double action (D/A) and single action (S/A), the hammer stays cocked after each shot is fired, though the trigger pull is shorter and may need less pressure once the first shot is discharged. In D/A only, the hammer returns to the forward position after each shot is fired.

c. Semi-automatic safeties vary considerably. Most are located near the hammer. Consult your owner's manual or a qualified gunsmith.

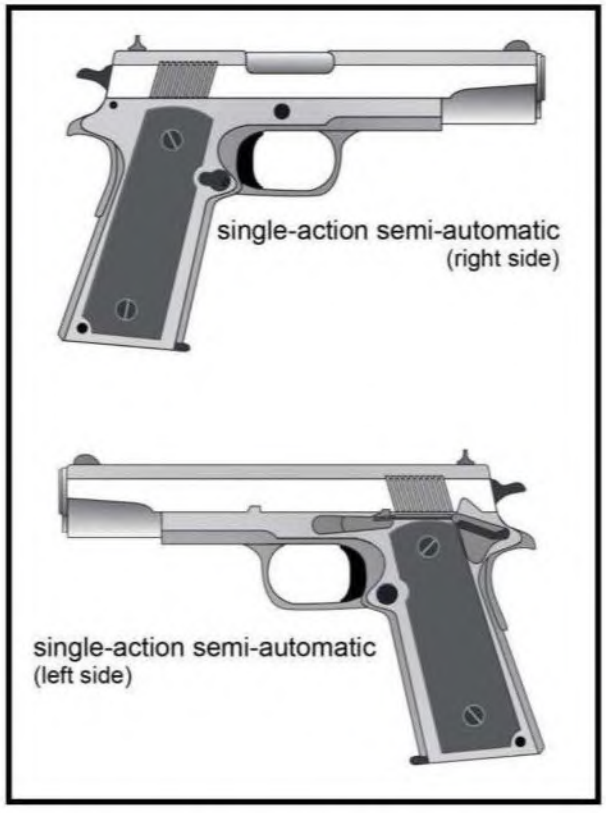


Figure 113. Single-action Semi-automatic

Figure 114. Single/double-action Semi-automatic

Figure 115. Double-action-only Semi-automatic

14.8.1. Semi-automatic: single action, single/double action, and double action only unloading procedure—ACTS and PROVE it safe

Before attempting to unload a firearm, first follow the Vital Four ACTS—PROVE it safe.

1. **P**oint the firearm in the safest available direction throughout the unloading procedure:
   - Make sure that nothing touches the trigger throughout this procedure.
   - Put the safety ON, if applicable, if it can be left on during the unloading process.
2. **R**emove all ammunition as follows:
   - Push the magazine-release button (Figure 116) to remove the magazine (the source of all the ammunition except for possibly one chambered cartridge).
   - Pull the slide to the rear by doing the following:
     - Hold the handgun in the strong hand and point in a safe direction. Extend arm, locking wrist and elbow.
     - Grip the rear of the slide with the weak hand. Ensure your hand does not cover the ejection port.
     - Pull the slide quickly and completely to the rear. This will extract and eject any cartridge or casing from the chamber.
     - Let any cartridge or casing fall on the shooting bench or range floor and leave it there until you have completed all the steps.
   - Lock the slide to the rear, normally by inserting the slide lock into the slide stop notch, where possible (Figure 117).
3. **O**bserve the chamber to confirm that there is no cartridge or empty casing.
4. **V**erify that the feeding path is clear of ammunition casings or foreign objects. Make certain that the magazine has been removed.
5. **E**xamine the bore for lubricant, rust or other obstructions.

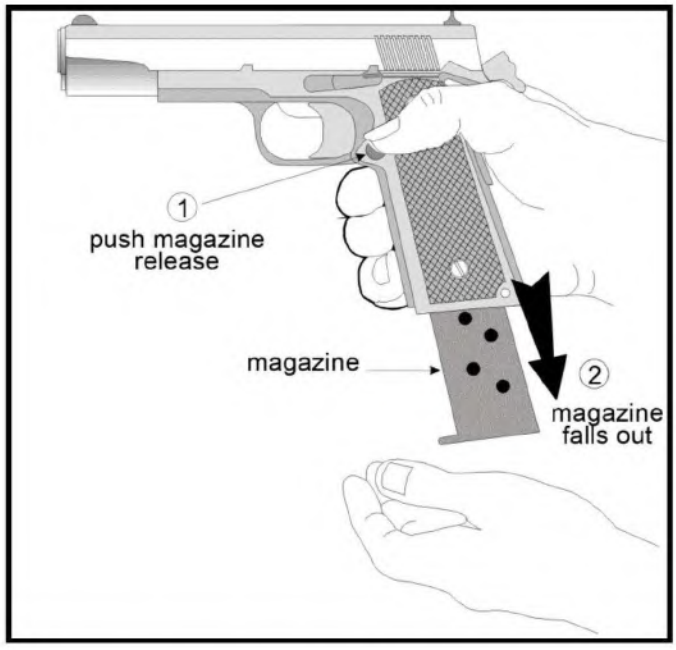


Figure 116. Removing the Magazine from a Semi-automatic

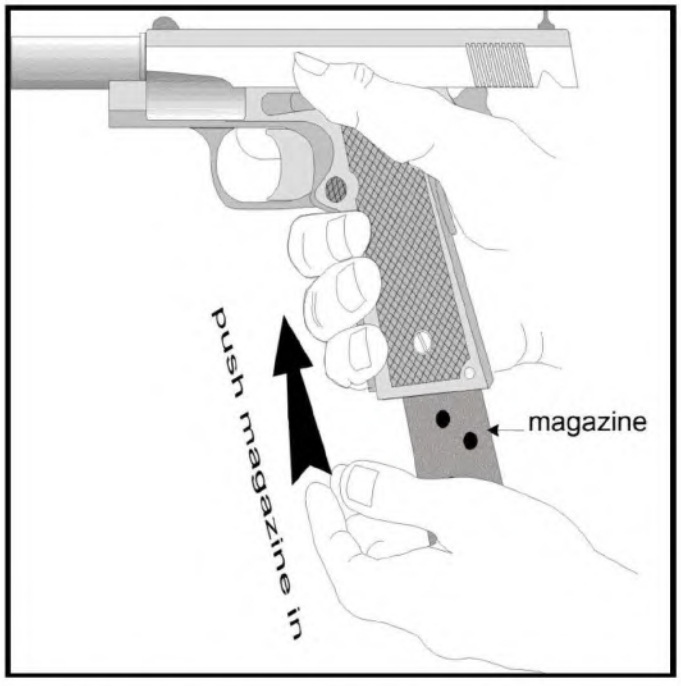


Figure 117. Inserting a Magazine to Load a Semi-automatic

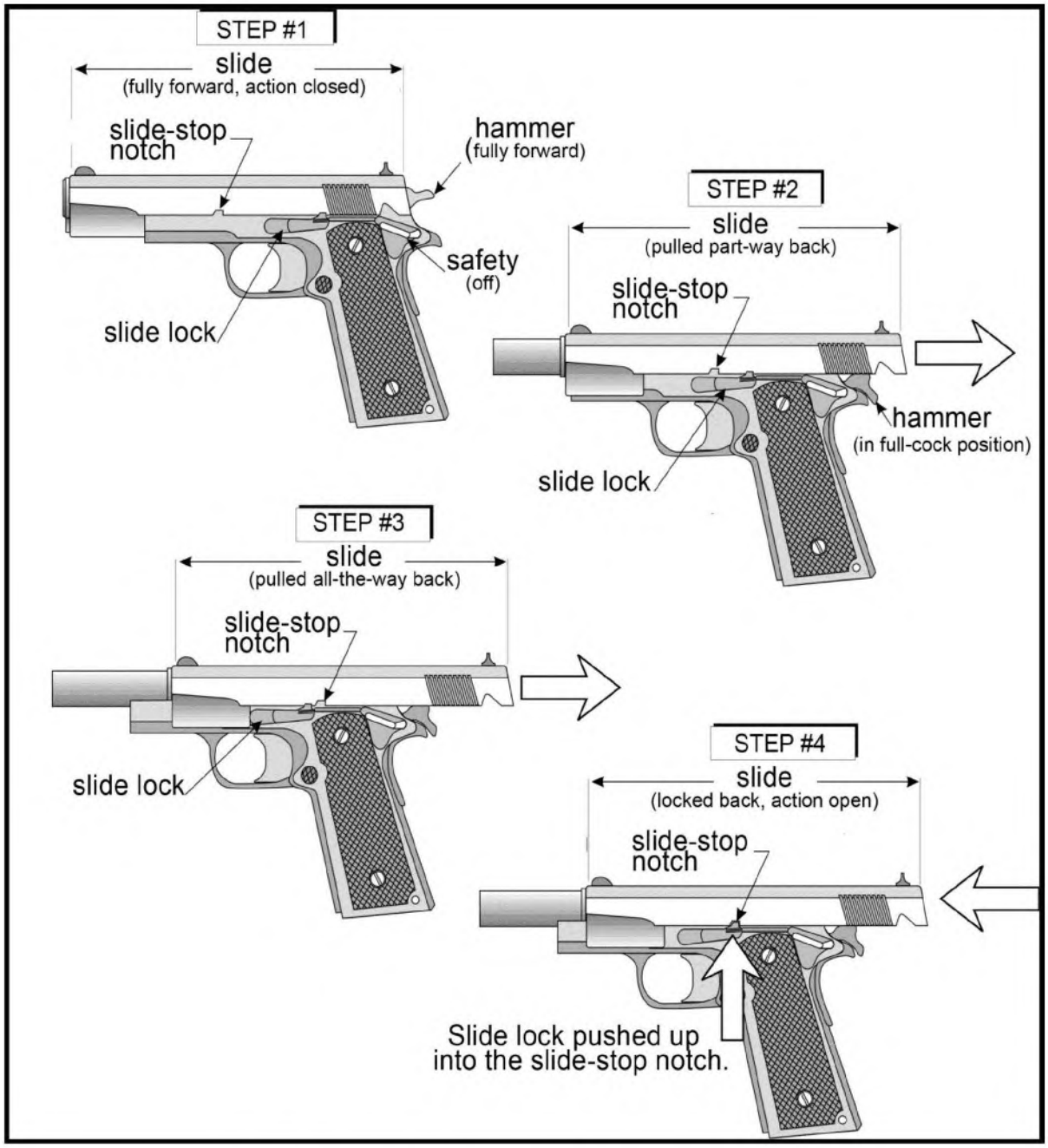


Figure 118. Locking the Slide to the Rear

a. The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and completed **ACTS** and **PROVEd it safe**.

b. Depending on the make and model of the firearm, magazine releases are located in different places such as the following:

   - on the grip behind the trigger; or
   - at the bottom of the grip (front or rear).

Consult the owner's manual.

Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

14.8.2. Semi-automatic: single action, double action and double action only loading procedure

Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

1. Prepare the firearm for loading by going through the complete unloading procedure—**ACTS and PROVE it safe**.
2. Clear any obstructions from the chamber or barrel. Clean if required.
3. Put the safety **ON**, if applicable, if it can be left on during the loading process.
4. Point the firearm in the safest available direction throughout the loading and chambering process.
5. Make sure that nothing touches the trigger throughout this process.
6. Select the correct ammunition by verifying that the data stamp on the firearm matches the head stamp on the cartridge.
7. Put the firearm down with the muzzle pointed in a safe direction and the action open. Charge the magazine by inserting cartridges into it.
8. Load the firearm by inserting the charged magazine into the magazine well with a firm push until it locks into the firearm.
9. To chamber a cartridge:
   - Hold the handgun in the strong hand and point down range. Extend arm, locking wrist and elbow.

- Grip the rear of the slide with the weak hand. Ensure your hand does not cover the ejection port.
- Pull the slide quickly and completely to the rear and allow the slide to slip through your grip at the end of the stroke. The slide will be pushed forward by the recoil spring, chambering a cartridge.

10. Leave the safety on, if applicable, until ready to fire. In the case of certain double-action semi-automatics, activate the decocking lever.

The firearm is now loaded with a charged magazine and a chambered round, ready for use. It requires continuous attention until it is unloaded.

Always be sure of your target and beyond.

Magazine Capacity Limits

Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted* sets out the limits for the number of cartridges permitted for different types of magazines.

For example, for semi-automatic handguns, the legal magazine capacity maximum is 10 cartridges.
For further information, refer to the Regulations.

Prior to July 1993, owners of large-capacity cartridge magazines that were affected by the limit were able to retain them if they had been properly modified to comply with the law.

14.9. Firearm malfunctions

Generally, when using commercially made ammunition and a properly maintained firearm, malfunctions will not occur. Firearms jammed with a cartridge in the chamber(s) can be hazardous. This hazard, if not dealt with properly, may result in a serious injury. Consult a qualified person or gunsmith for information on how to perform this function in the safest possible manner with your particular firearm.

14.10. Review questions

1. What process is automatic in the semi-automatic handgun?
2. Name the action type of a handgun that only releases the hammer from a cocked position to fire.
3. Name the handgun action that cocks and fires with a single pull of the trigger.
4. Name the safety that requires a magazine in the handgun before it will fire.
5. Name two types of manual safeties used on handguns.

MODULE 15:

FIRING TECHNIQUES AND PROCEDURES FOR HANDGUNS

MODULE 15: FIRING TECHNIQUES AND PROCEDURES FOR HANDGUNS

15.1. Personal safety protection

15.1.0. Overview

Like many active sports, shooting has the potential to cause personal injury. The careful shooter takes steps to avoid these injuries by wearing personal safety protection.

15.1.1. Sight protection

a. There is a risk of eye injury in shooting without eye protection. This can come from ejected cartridge casings. It can also come from fragments and other debris ejected during firing.

b. To avoid these hazards, shooters should wear safety glasses made of impact-resistant glass or polycarbonate plastic with side shields (Figure 119). They also guard against firearm malfunctions or bullet fragments.

Figure 119. Sight and Hearing Protection

15.1.2. Hearing protection

a. Continued unprotected exposure to shooting noise will cause hearing loss. The noise level of a gunshot is similar to that of a jet engine taking off at close range. The need for hearing protection is obvious.

b. Several types of hearing protection are available. On the firing range, shooters should always wear headphone-type hearing protectors. These protectors provide reasonable sound protection. Earplugs are available in several types. Disposable earplugs are made of foam or wax, but they can only be used once.

c. There are also reusable earplugs made of rubber available in several sizes. They require care and cleaning after use.

d. For maximum hearing protection, it is highly recommended that both earplugs and headphone-type hearing protectors be worn.

15.1.3. Slips and falls

a. Slips and falls may occur when handling firearms. This can best be avoided by using common sense.

b. If you do fall, remember your first action should be to control the muzzle of the firearm. This will prevent injury from a discharge. The damage from a fall is probably less than the possible damage from an unintentional discharge.

c. Beware of cumbersome clothing. It can interfere with the safe handling of your firearm.

Occasionally, a hot, ejected cartridge casing may come in contact with unprotected skin. This can cause a shooter to flinch. The sudden movement could result in unsafe muzzle control or discharge. Therefore, button up the collar and sleeves of your shirt or blouse. This way, a hot cartridge casing cannot get inside.

15.2. Introduction to marksmanship

a. Marksmanship is the ability to hit your mark or target. Good marksmanship is important for safe shooting.

b. Marksmanship depends on many factors including grip, shooting position, aim, trigger control, controlled breathing and follow-through. These points are discussed in the following pages.

15.3. Shooting positions

15.3.0. Overview

a. A firm grip gives you complete control of your handgun when it fires. Changing your grip will affect sight alignment and bullet placement on the target.

b. You can fire handguns either one-handed or two-handed and from several positions. Only the basic standing positions are described below.

15.3.1. The two-handed grip

A similar two-handed grip is used for both revolvers and semi-automatics. Point the muzzle down range with your finger off the trigger and out of the trigger guard, until the sights are on the target. Grip the firearm using about the same pressure as you would to hold a carpenter's hammer.

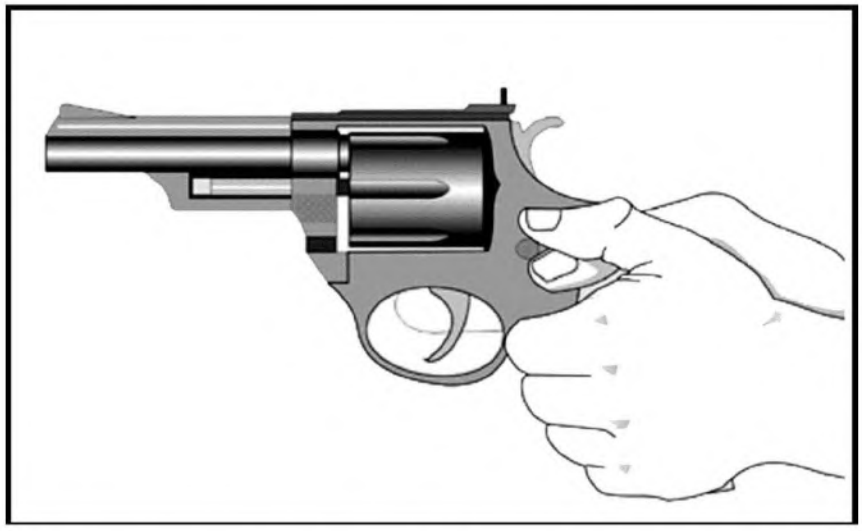


Figure 120. Two-handed Grip for a Revolver

Using an incorrect two-handed grip, the thumb of the weak hand may be behind the slide. While firing a semi-automatic handgun in this manner, your weak hand can be injured by the recoiling slide. When using the two-handed grip, be certain that your thumbs do not contact the slide and are positioned on the weak-hand side of the handgun.

15.3.2. The two-handed stance

a. Stand with your body facing the target squarely. Spread your feet about shoulder width apart with weight distributed evenly on both feet to give you solid balance. Keep your knees straight but not locked.

b. Stretch out both arms towards the target and lock your elbows. Keep your head up. Control your breathing.

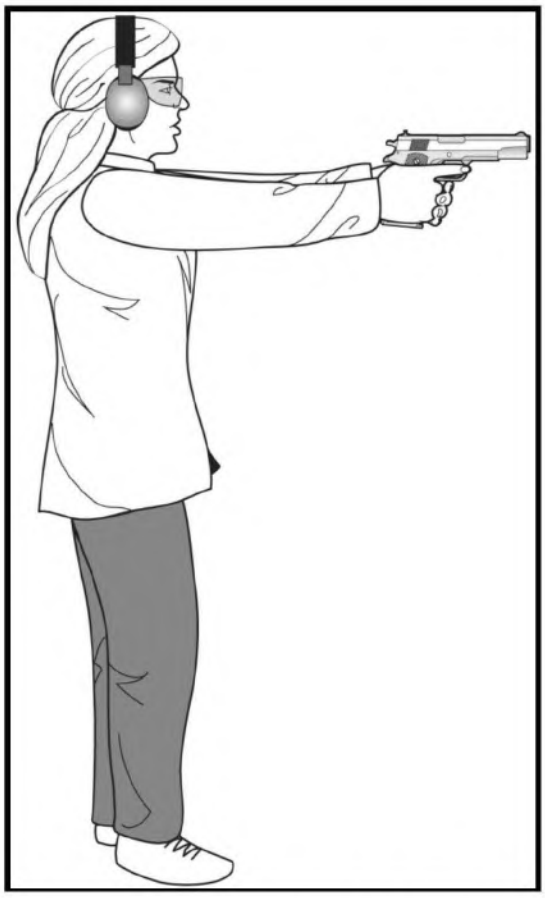


Figure 121. Two-handed Stance

15.3.3. The one-handed grip

Hold the firearm firmly when firing with one hand to avoid losing control.

Point the muzzle in a safe direction with your finger off the trigger. Wrap your fingers around the grip of the firearm with your thumb resting above the tips of your fingers as shown in the diagram. Hold firmly but not too tightly, using about the same pressure as you would to hold a carpenter's hammer.

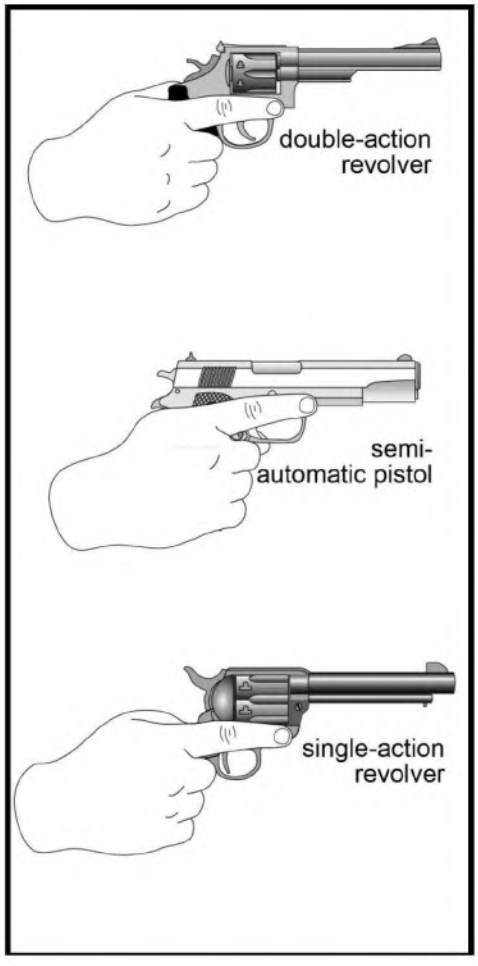


Figure 122. One-handed Grip (right side)

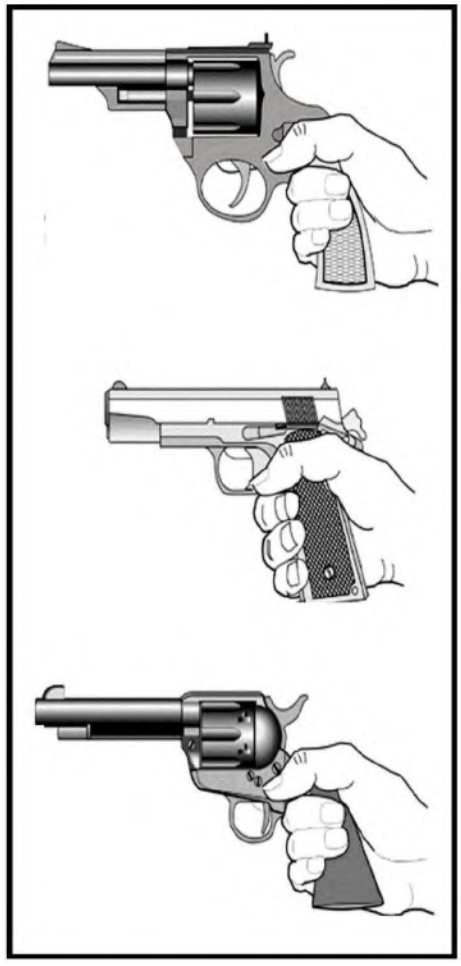


Figure 123. One-handed Grip (left side)

15.3.4. The one-handed stance

a. Stand with your body turned approximately 45 degrees from the target. Spread your feet about shoulder-width apart with weight distributed evenly on both feet to give you solid balance. Keep your knees straight but not locked.

b. Keep the muzzle pointed down range and the barrel parallel to the ground. Stretch out your firing arm towards the target. Lock your elbow and wrist. Keep your head up. Control your breathing.

c. Assume a comfortable position for shooting.

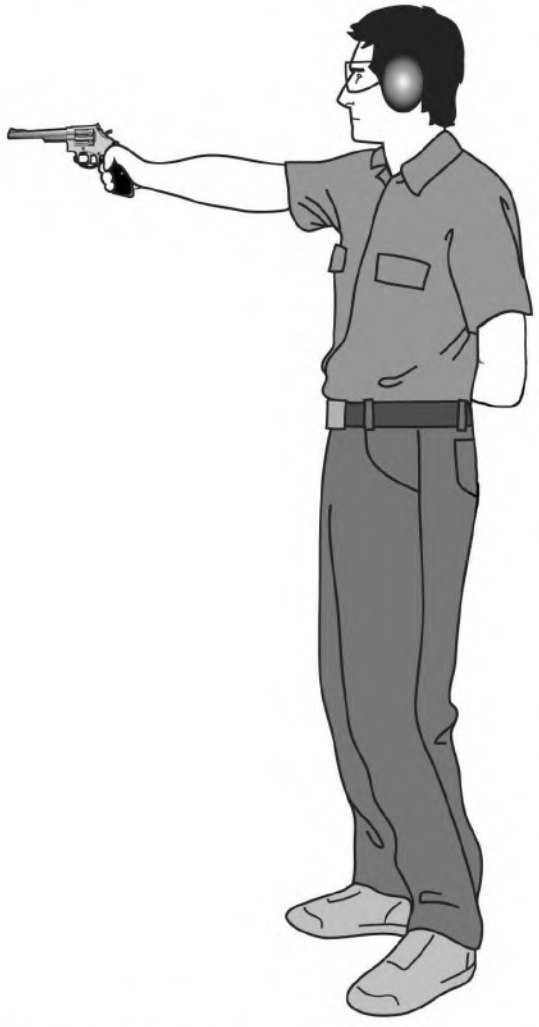


Figure 124. One-handed Stance

15.4. Aiming handguns

A simple technique to use to determine your master eye:

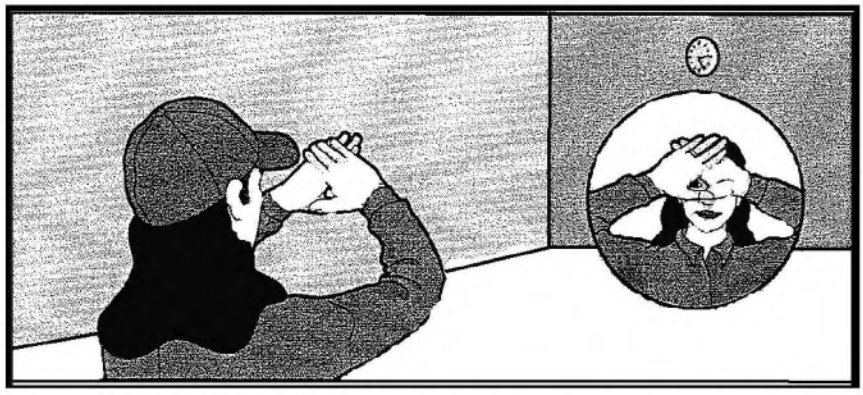


Figure 125. Determining your Master Eye

a. Use your master eye for sighting. It is the stronger of your two eyes and will focus more accurately.

b. To find out which is your master eye, create a triangle using both hands as illustrated in the figure above. With both eyes open, view an object in the distance from the centre of the triangle. With both eyes remaining open, and keeping the object within the triangle, close the left eye and then open the left eye. Then, close the right eye and then open the right eye. The master eye will keep the object in the centre of the triangle. Always try to aim with both eyes open as this gives a better view of the area surrounding the target.

c. You must also learn to correctly use your firearm's sight if your aim is to be accurate. Open sights require you to physically line up both rear and front sights with the target. This process is called sight alignment. When you aim any sight at a target, a sight picture is created (Figure 126).

d. Scope and electronic sights do not require alignment (Figure 127). Scope sights also might have the advantage of magnifying your view of the target.

e. When preparing to aim through a scope or electronic red dot sight, do not look away from the target and then try to find the target again by looking through the scope. Instead, while steadily watching the target, raise the handgun correctly to the two-handed stance with arms fully extended. Point the firearm toward the target area until the sight comes up naturally between your eye and the target.

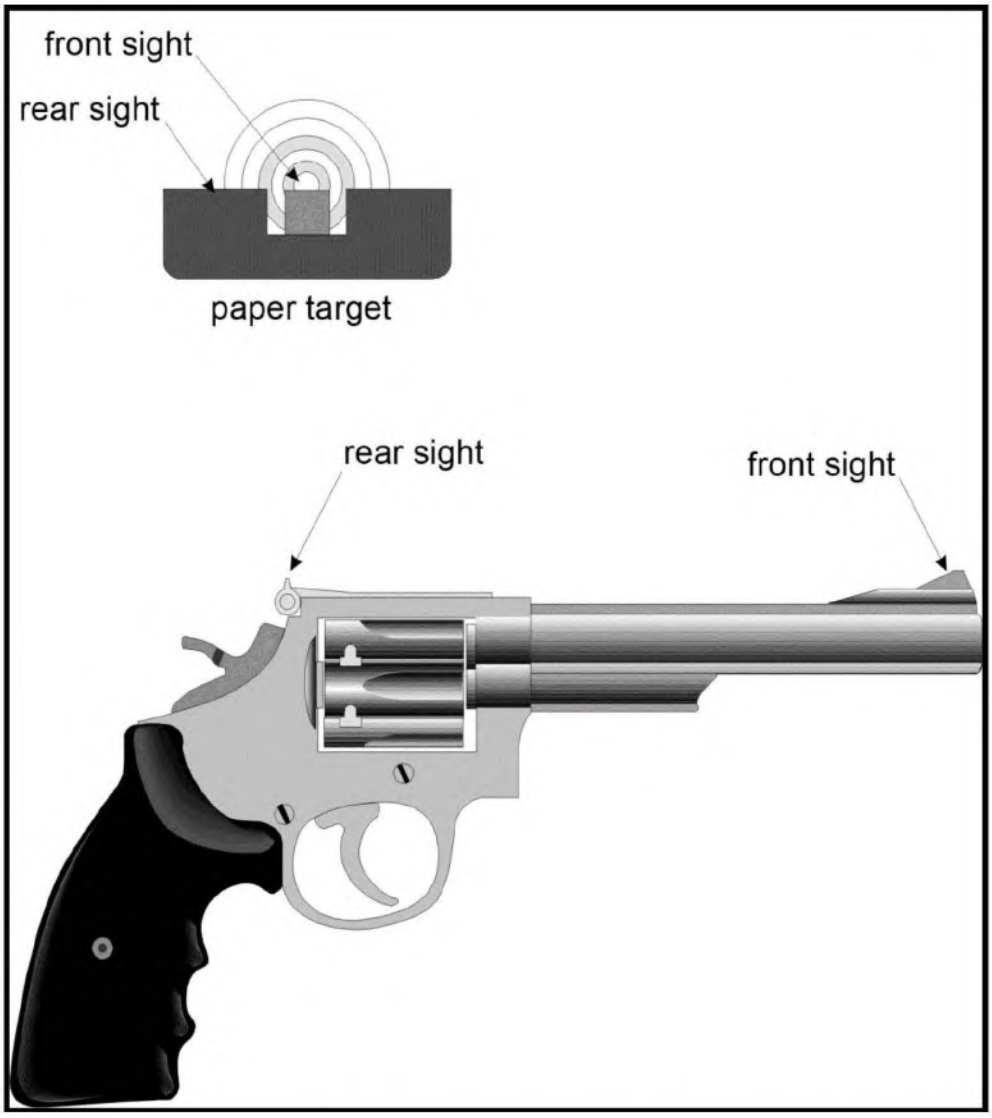


Figure 126. Open Sights Aligned on a Target

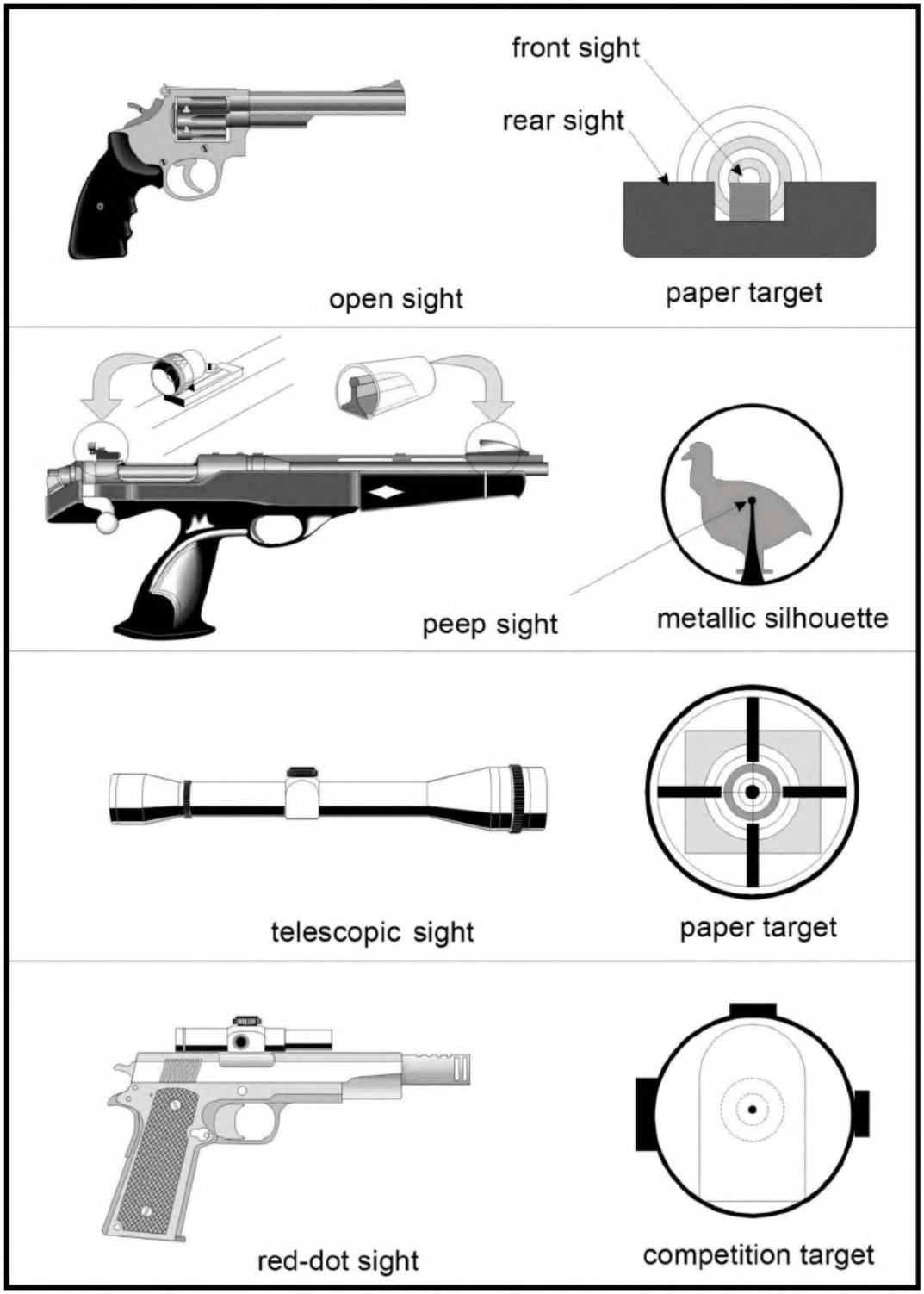


Figure 127. Types of Sights Aligned on Targets

15.5. Review questions

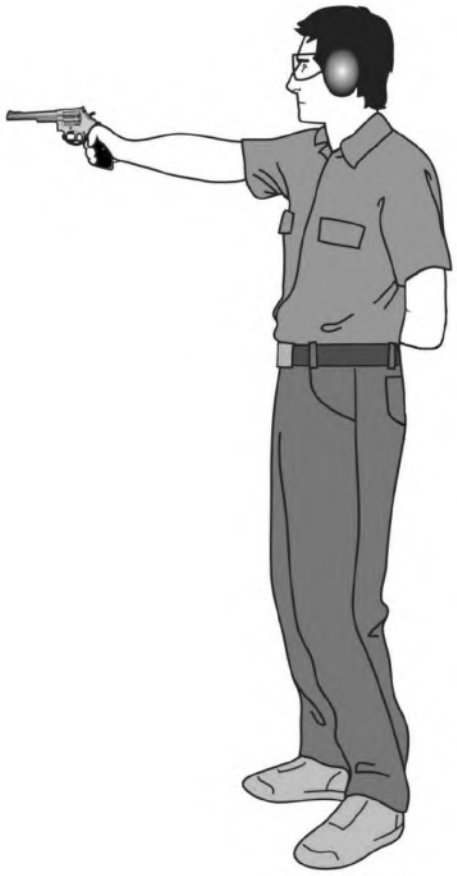
1. When using a revolver with a two-handed grip, is it acceptable to hold your thumbs across each other?

2. When using a semi-automatic handgun with a two-handed grip, why do we hold the thumbs parallel; one over the other and low on the receiver?

3. What is the important consideration to remember regarding your position, when using a one-handed shooting stance?

4. Name two items of personal protective gear you must wear while shooting a handgun.

5. Why should we stand feet shoulder width apart and knees straight but not locked when using the two-handed stance?



MODULE 16:

FUNDAMENTALS OF SHOOTING WITH RESTRICTED FIREARMS

MODULE 16: FUNDAMENTALS OF SHOOTING WITH RESTRICTED FIREARMS

16.1. Sight alignment / Sight picture

You must learn to correctly use your firearm's sights if your aim is to be accurate. Open sights require you to physically line up both rear and front sights with the target. This process is called sight alignment. When you aim any sight at a target a sight picture is created.

16.2. Breathing as it relates to shot release

a. Holding one's breath is not natural. It's not possible to judge how much air is held for each shot release, since there is no gauge on the lungs. The shot must be released in the natural pause of the breathing cycle.

b. We breathe in, we breathe out. There is a natural pause at the bottom of each exhale. It is this natural pause (2.5 seconds) that the shot must be released in. In order to lengthen this natural pause, the shooter has to breathe in deep, force the breath out deeper than normal, breathe in deep again, this time let the breath out normally. The natural pause in the breathing cycle has just been increased to approximately 8.5 seconds. That is plenty of time to confirm sight picture and release the shot, if not, just repeat the process. Breathe in deep, force it out, breathe in deep again, let it out NATURALLY and squeeze the shot off.

c. Figure 128 has been in circulation for over forty years. Unfortunately, some people will sometimes misinterpret it and wrongfully revert to holding their breath.

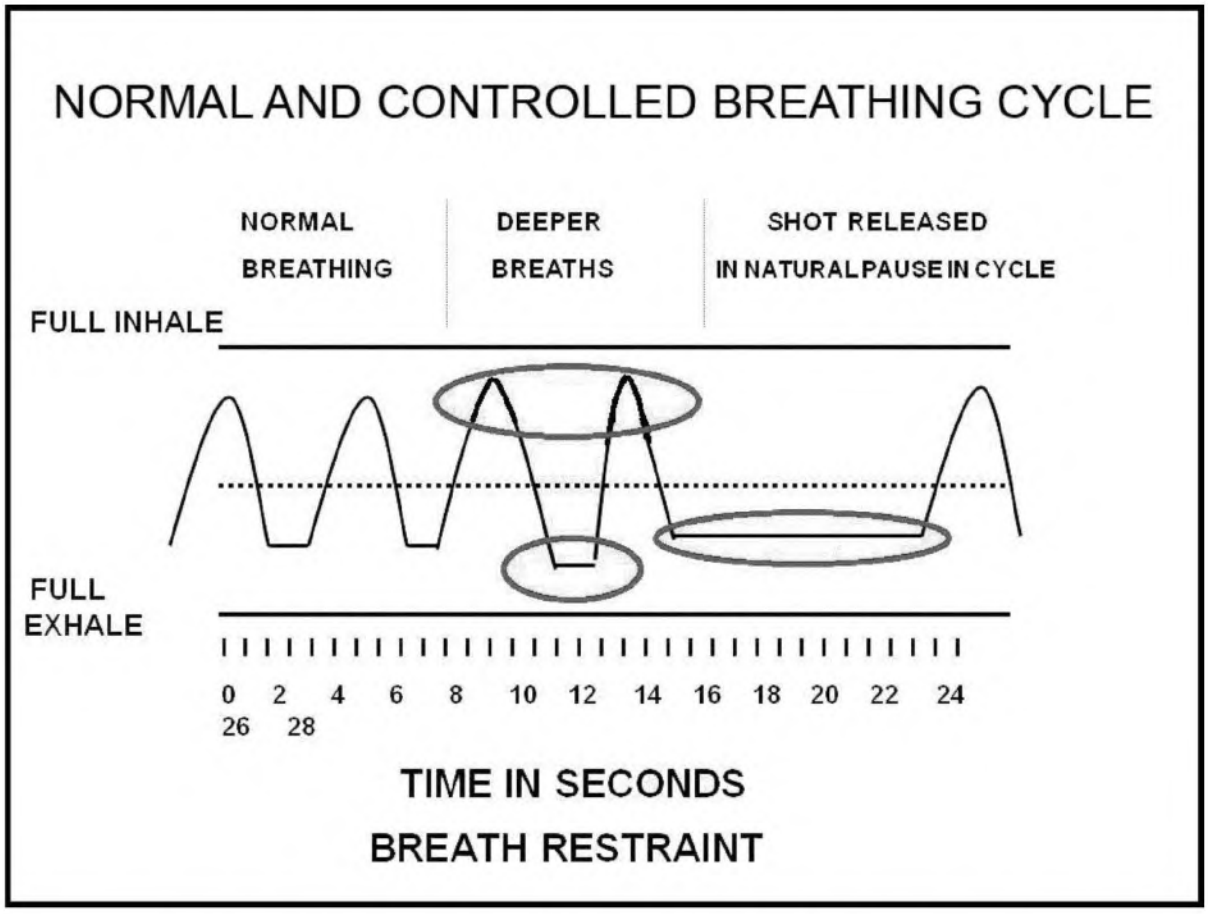


Figure 128. Normal and Controlled Breathing Cycle

16.3. Trigger control

a. Trigger control is essential for accurate shooting. When the sights are aligned on the target, squeeze the trigger slowly and steadily. Avoid yanking or pulling. Anything other than a smooth squeeze will cause the firearm to move and send the shot off target.

b. Don't anticipate the shot.

16.4. Follow-through

This means maintaining your sight picture and/or shooting position after discharging the firearm. If you do not follow-through, it is more likely that your shot will be off target.

16.5. Safety procedures at the range

16.5.1. Range commands

The following are examples of typical range commands:

- "The range is active".
- "Cease-fire".
- "The range is no longer active".

Range commands and signals vary between shooting sports, ranges and jurisdictions. Be sure you are aware of and clearly understand the commands and signals used in your area. If you are unsure, ask the Range Officer (RO) or a local official before you go to the range (Appendix G: Visual Range Signals and Devices).

16.5.2. Range safety rules

The Range Officer (RO) is ultimately responsible for the safety of all persons using the range. Commands of the RO must be followed by all shooters at all times.

Every range has rules on safe behavior. These may vary but will normally include the standard ones shown below:

- Use hearing and sight protection.
- The muzzle must always be pointed down range.
- The action of any firearm must be open at all times except when actually shooting.
- Firearms must be handled, loaded and discharged ONLY at the firing line.
- No firearm is loaded until the command to load is given by the RO.

- Fingers must be kept out of the trigger guard and off the trigger until the firearm is pointed down range.

- Upon the command "cease-fire," all firing stops at once. Firearms are unloaded. Actions are opened. Firearms are laid on the mat or on the table. Their muzzles point in a safe direction down range. The shooter steps back from the firing line, behind the cease-fire line.

- The RO will inspect each firearm before allowing anyone to go forward of the firing line. He will verify that all the actions are open and there is no ammunition in the chambers or chargers.

- During a cease-fire, no one will handle firearms or ammunition or return to the firing line. At this point, wait for further range commands before any further activity. Persons not engaged in changing targets down range should stand well behind the cease-fire line (Figure 129).

In an emergency, anyone can call a cease-fire.

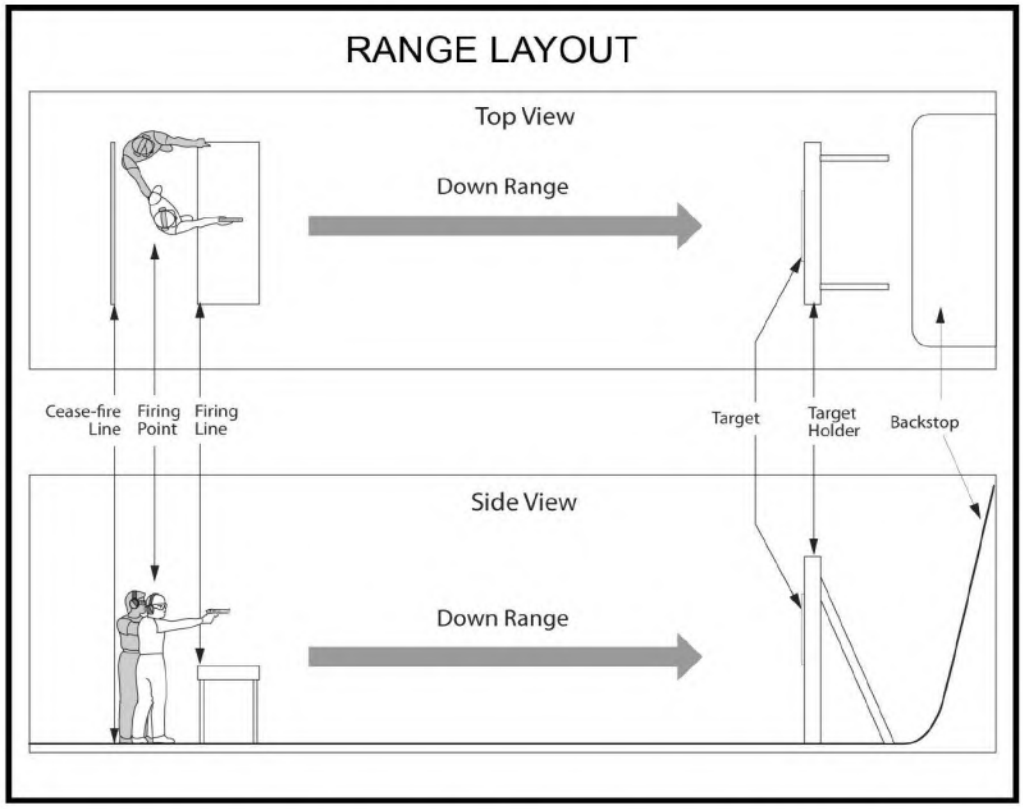


Figure 129. Range Layout with Direct Supervision

Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter.

There are other rules we recommend you follow:

- Minors and guests who do not have a valid firearms licence must be under direct and immediate supervision while shooting. Consult with your range for any further restrictions.
- Firearms should be checked by the RO on the cease-fire. This is to be sure that all actions are opened and no cartridges are in the breech.
- Unloaded firearms not in use are to be placed on the bench or table with the action open or kept in a case. They must be moved with muzzle pointed in the safest available direction or cased at the firing line.
- Horseplay, careless handling of firearms or any other distraction is not allowed while shooting is in progress.

- Make sure you are using the correct ammunition for your firearm and as approved by the range.
- Never shoot at target holders or other range equipment.
- Do not discharge firearms outside of the approved range property or outside range use times.

16.5.3. Range courtesy

There are certain standards of range courtesy and shooters must follow them. Some of these standards are listed below:

- Rules and procedures vary between ranges. Check and obey local rules. There should be a safety briefing before starting.
- Sign in to the firing range upon arrival.
- Avoid interrupting or distracting others when they are shooting.
- Do not smoke on the firing line.
- Ask the owner's or shooter's permission before handling that person's firearm or equipment.
- Leave enough space between you and others to ensure safety.
- If firing particularly smoky firearms, shoot from downwind of other shooters on the firing line. Black-powder firearms are especially smoky.
- Do not fire on other people's targets, targets not directly down range from yourself, or any target that may disturb others.
- Those firing semi-automatic firearms should take a firing point where other people will not be disturbed by ejected casings.
- Rapid firing may disturb those sighting-in or doing deliberate target work.

With the approval of the RO:

1. **Pick up cartridge casings. Take down targets.**
2. **Put away any range-owned equipment you have used. For example, sandbags or bench rests.**
3. **Sign out when you leave the range.**

16.6. Targets

16.6.1. Acceptable targets

Before firing at any target, verify the target by asking yourself the following questions:

- Is the range active?
- Am I sure I am shooting at my target?
- Are the targets approved by the RO?

16.6.2. Unacceptable targets

Below are examples of unacceptable targets:

- any target which, when fired upon, may damage the range. These include signs and main target holder supports;
- someone else's target on the range;
- any target which is not directly in front of your firing point at the firing line;
- any target which, when fired upon, may disturb others. For example, discharging firearms outside of posted range use times;
- any target or a material or shape that can cause ricochets such as target holder frames or concrete walkways; and
- any target made of glass or other material that causes fragment hazards.

The handgun may only be discharged in a place where it is lawful to do so. One such place is a shooting range approved by a CFO. Hunting with a handgun is not permitted.

16.7. Firearm servicing

Ensure that all firearms are unloaded and PROVEd safe before attempting to clean. Refer to Module 14 on unloading procedures—ACTS and PROVE it safe.

a. Always be sure your firearm is functioning properly. A firearm that does not work properly is an unsafe firearm.

b. This module on minor maintenance and servicing procedures for your firearm is included for general information only. Specific information on cleaning and servicing your firearm is available in your firearm owner's manual, at a gun shop or from a gunsmith. Incidents can occur if these procedures are not performed correctly.

c. Firearms are precision instruments. Even minor repairs should be made by qualified individuals. Unqualified persons should never try to repair or modify any firearm.

d. The average user should do basic cleaning and lubrication only.

16.8. Firearm cleaning

16.8.0. Overview

a. Information on cleaning firearms safely may be obtained from your firearm owner's manual. If you do not have one, contact the manufacturer. Accidents can happen if the cleaning procedure is not performed correctly.

b. Two major threats to firearm safety are as follows:

- rust caused by moisture and condensation; and
- excessive build-up of residue or rust in the firearm.

c. Either may cause excessive pressure, damaging the barrel. This is why regular cleaning is recommended.

d. The barrel of a firearm should be cleaned after every use. This will protect its finish. It will also help keep it in good working order. For instructions on cleaning the rest of the firearm, consult your owner's manual.

e. Modern smokeless primers and powders are non-corrosive. However, some older military surplus ammunition still contains corrosive chemicals. If you use corrosive ammunition, you should clean your firearm immediately after you use it.

f. Any firearm that has been stored for a long time must be cleaned thoroughly before use. Cleaning before using is required when the firearm has been exposed to moisture or dirt.

If cleaning your firearm requires disassembly, consult your owner's manual. If disassembly is required to clean a firearm, always wear safety glasses. Residue or rust in the chamber or barrel may cause serious pressure build-up. Also, oil may mix with unburned powder and other residue may cause the firearm to jam.

16.8.1. Cleaning materials

a. To clean a firearm properly, you need the following materials:

- a cleaning rod and attachments (be sure to use the right size for the firearm), such as a bore brush;
- tips to hold cloth patches;
- patches;
- solvent (also called "bore cleaner");
- gun oil; and
- a soft cloth.

b. If possible, clean your firearm from the breech toward the muzzle. Avoid cleaning from the muzzle toward the breech.

c. However, you may have to clean some types from the muzzle end. In this case, lock the breech open. This permits the passage of the cleaning rod completely through the barrel. You will find a pull-through cleaning device helpful. Avoid rubbing the cleaning rod on the muzzle. Damage to the crown at the muzzle may occur. It is beneficial to insert a cloth into the open action to collect residue, to prevent dirt from entering the action, and to prevent damage to the firearm.

d. When cleaning a bolt action, remove the bolt, if possible. Clean the firearm from the breech end. Some firearms are easier to clean if you remove the barrel first.

While cleaning a firearm, remember and follow the Vital Four ACTS. These additional recommended practices for home safety with firearms might prevent accidents:

- **Make sure no ammunition is nearby during cleaning.**
- **Never allow a loaded firearm in any building or living area.**
- **Always give cleaning your firearm your full attention. Never clean a firearm while doing something else, like watching television.**

16.8.2. General cleaning procedures

1. Attach the bore brush to the cleaning rod. Apply bore cleaner to the brush.
2. Run the brush through the bore of the barrel/chamber(s) several times. Be sure that the brush sticks out completely. Then draw it back through the barrel (Figure 130).

   NOTE: When cleaning a revolver, always support the cylinder to avoid potential damage.
3. Remove the bore brush from the cleaning rod. Attach a patch-holder tip and a proper size cloth patch. Pour solvent on the cloth patch. Run through the bore of the barrel/chamber(s) several times. Remove the cloth patch from the rod tip.
4. Next, run a clean, dry patch through the bore/chamber(s) several times.
5. If the patch comes out dirty, repeat the first four steps. Do this until a patch finally comes through clean.
6. Next, run a lightly oiled patch through the bore/chamber(s). Use only light gun oil.
7. Wipe the outside of the firearm with a clean cloth and apply a light coat of gun oil or rust preventative to the metal surfaces. You should also maintain the condition of the stock by applying the appropriate wood treatment (consult the owner's manual).
8. Always store your firearm lawfully in accordance with regulations.
9. Remember, before the next firing of the firearm, run a dry patch through the bore and the chamber(s) to remove any oil.
10. Don't forget to clean your magazine.

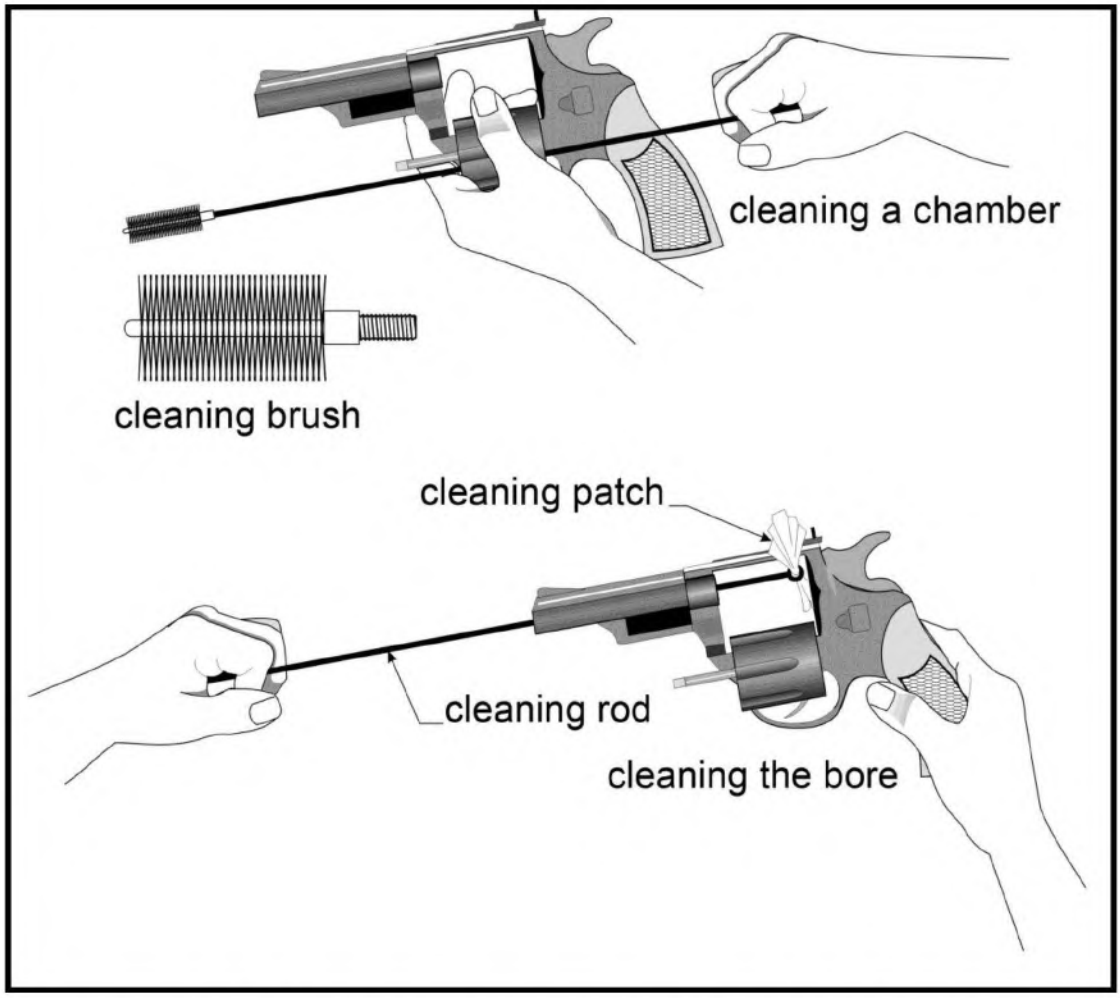


Figure 130. Cleaning a Double-action Revolver Cylinder

After cleaning a firearm for storage, avoid skin contact with metal parts. Acids in perspiration can cause rust.

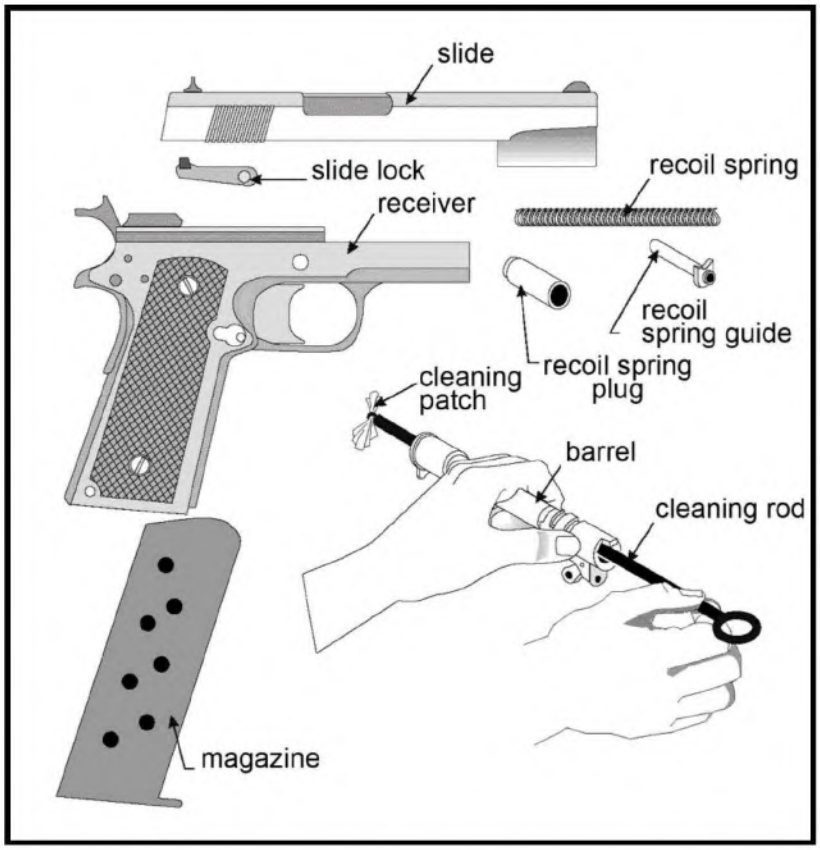


Figure 131. Cleaning a Semi-automatic Handgun

16.8.3. Cleaning ammunition

a. Ammunition should also be kept clean and dry. Oil, sand or dirt on the cartridge can damage the firearm. If could also cause jamming of the action.

b. Avoid exposing your ammunition to heat and vibration. Powder can decay and become unpredictable if exposed to excessive heat and long-term vibration.

Primers are adversely affected by exposure to penetrating oils. Do not clean your ammunition with an oily rag. Before using any firearm, remove oil or grease from inside the barrel. Increased pressure caused by dirt or oil may cause the barrel to burst. This comes from the pressure generated in a dirty barrel when a bullet is fired through it. After storage and before you use the firearm again, run a clean patch through the bore. Remove all grease and oil. Always ensure your firearm is in good working order. Ensure that you have followed the Vital Four ACTS in order to PROVE the firearm safe before attempting to clean and throughout the entire cleaning procedure.

16.9. Review questions

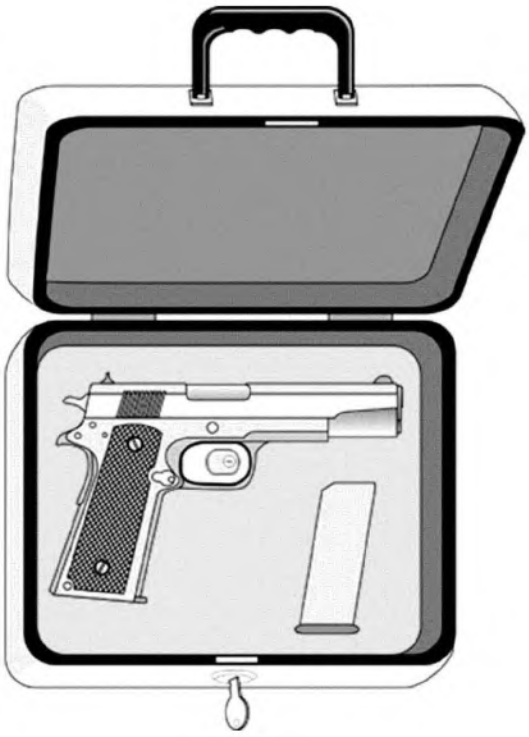
1. Name the process of maintaining your sight picture after firing.

2. Should you step to the firing line and reload your handgun after a "cease-fire" is called?

3. Having the firearm within eyesight and/or arm's reach of the shooter is described as…

4. Is a shooter permitted to shoot cross range at a target not in use by another shooter?

5. Describe the supervision of minors at the range.



MODULE 17:

SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF RESTRICTED FIREARMS

MODULE 17: SAFE STORAGE, DISPLAY, TRANSPORTATION AND HANDLING OF RESTRICTED FIREARMS

17.1. Classes of firearms

17.1.0. Overview

Below you will find brief descriptions of each class of firearms. For legal references, however, please refer to the *Firearms Act* and its Regulations, and Part III of the *Criminal Code*.

It must be noted that some rifles and shotguns are considered restricted or prohibited. Persons wishing to acquire such firearms should contact the Provincial or Territorial authorities or call the CFP at 1-800-731-4000.

Restricted Firearms
In general, individuals may possess restricted firearms for one or more of the following reasons: lawful profession or occupation, target practice or competition or as part of a gun collection. The following are examples of restricted firearms: • A handgun that is not a prohibited firearm; • A firearm that is not a prohibited firearm, has a barrel less than 470 mm (18½ inches) in length, and discharges centre-fire ammunition in a semi-automatic manner; • A firearm that is designed or adapted to be fired when reduced to a length of less than 660 mm (26 inches) by folding, telescoping or otherwise; and • A firearm of any kind that is prescribed by regulation to be a restricted firearm.

Prohibited Firearms

In general, individuals cannot acquire the types of firearms that fall into the prohibited class. Depending on the nature of their duties, employees of business and carriers, and public officers (police or peace officer, firearms officer, prescribed employee of a federal, provincial or municipal government) may possess prohibited firearms. The following are examples of prohibited firearms:

- Handguns with a barrel length equal to or less than 105 mm (4⅛ inches);
- Handguns designed or adapted to discharge a 25 or 32 calibre cartridge (any of the above-noted handguns are not prohibited firearms if they are used in competitions governed by the rules of the *International Shooting Sport Federation* and prescribed by regulation);
- "Sawed-off" rifles or "sawed-off" shotguns less than 660 mm (26 inches) in length;
- "Sawed-off" rifles or "sawed-off" shotguns 660 mm (26 inches) or greater in length and have barrel lengths of less than 457 mm (18 inches);
- An automatic firearm; and
- Any firearm that is prescribed by regulation to be a prohibited firearm.

17.2. Ammunition, prohibited ammunition and prohibited devices

17.2.0. Overview

Ammunition, prohibited ammunition and prohibited devices are defined in the Part III of the *Criminal Code*. The table below provides a brief description of prohibited devices. For a complete description of all of the aforementioned, consult the *Criminal Code* of Canada.

17.2.1. Prohibited devices

Prohibited Devices
 • **A handgun barrel that is equal to or less than 105 mm (4⅛ inches) in length (does not include any handgun barrel that is used in competitions governed by the rules of the *International Shooting Sport Federation* and prescribed by regulation).** • **A device designed to muffle or stop the sound of a firearm (silencers).** • **A cartridge magazine prescribed by regulation to be a prohibited device.**

Refer to the appropriate sections of *the Firearms Acts* and Regulations for detailed requirements relating to the storage, display, transportation and handling of restricted firearms.

a. **Remember, you are responsible for your firearms 24 hours a day.** Anyone who owns or uses a firearm must meet safe storage, display, transportation and handling requirements. These requirements are set out in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*. All of these are described in this module.

b. Firearm owners and users should always assume that anyone untrained in the safe handling and use of firearms does not know how to handle firearms safely. Incidents could occur from unauthorized access, especially where children are concerned. To prevent a tragedy, always store, display, transport and handle firearms and ammunition in accordance with the Regulations.

c. Remember the law requires that all restricted firearms can only be loaded and discharged in an approved or legal area.

17.3. Storage

A restricted firearm may be stored, only if it meets the following conditions:

- It is unloaded, and
    - rendered inoperable by using a secure locking device (Figure 132) and stored in a securely locked container (Figure 133), receptacle or room that cannot be easily broken open or into, or
    - stored in a securely locked vault (Figure 134), safe or room (Figure 135) specifically built or adapted for the secure storage of restricted firearms; and
- Not within easy access to ammunition, unless the ammunition is stored, together with or separately from the firearm in:
    - a securely locked container or receptacle that cannot be easily broken open or into, or
    - a securely locked vault, safe or room specifically built or adapted for the secure storage of restricted firearms.

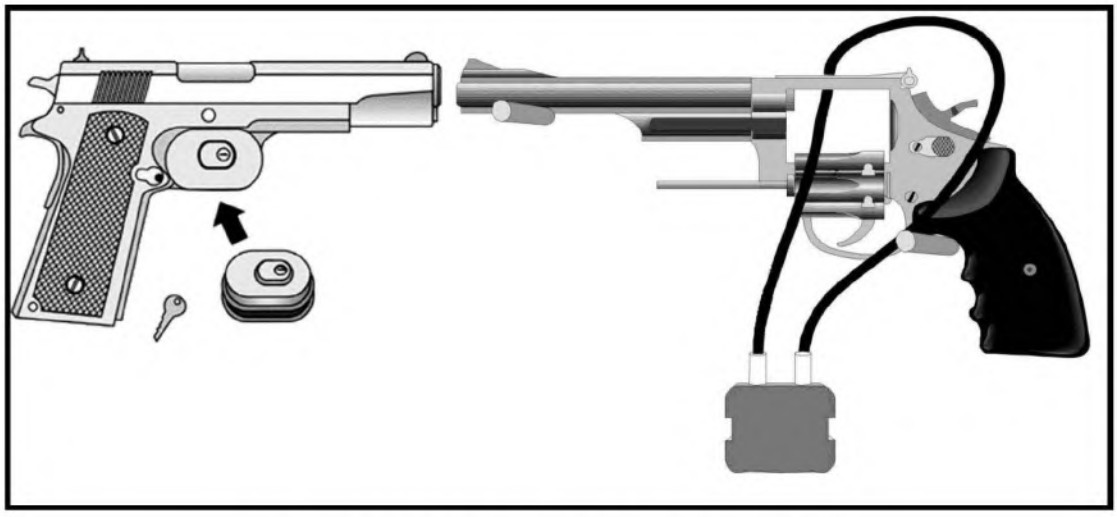


Figure 132. Cable and Trigger Locks

A restricted firearm may only be stored at the address located on the registration. Keep in mind that storing ammunition in an unvented container may create an explosive hazard during a fire.

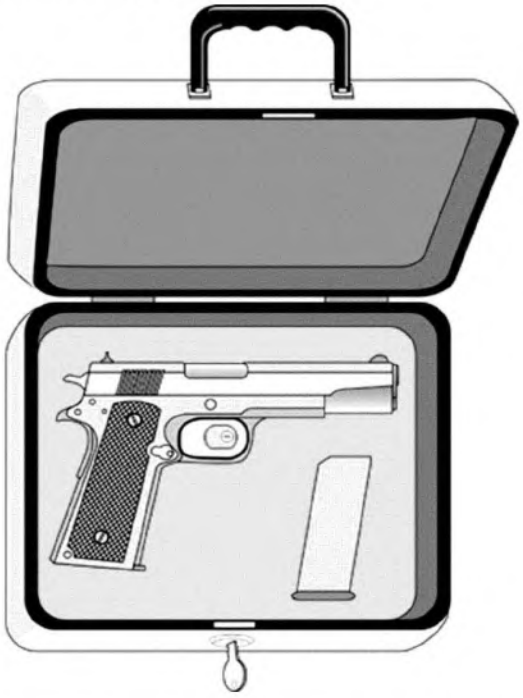


Figure 133. Lockable Carrying/Storage Case

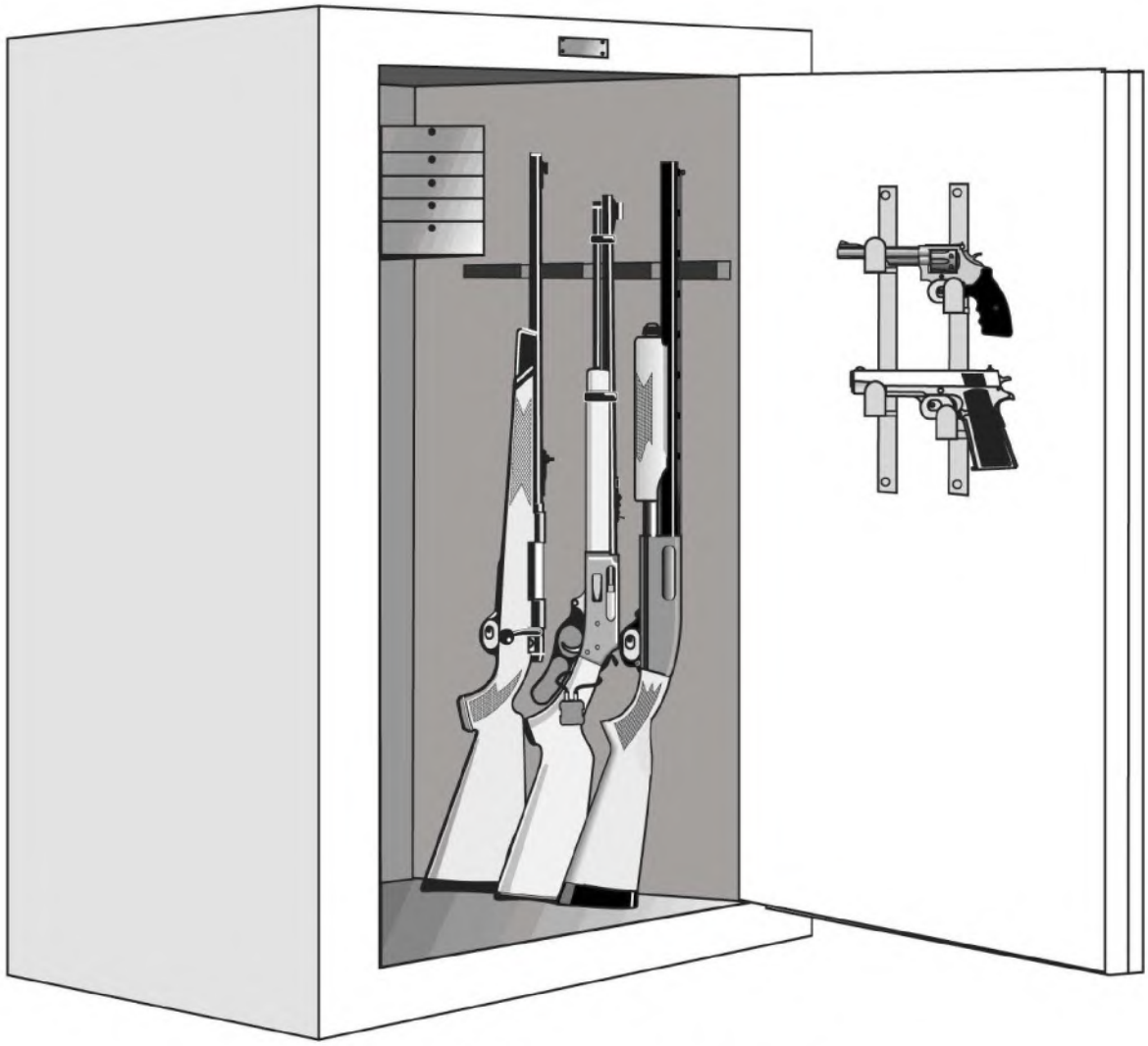


Figure 134. Storage Vault (safe)

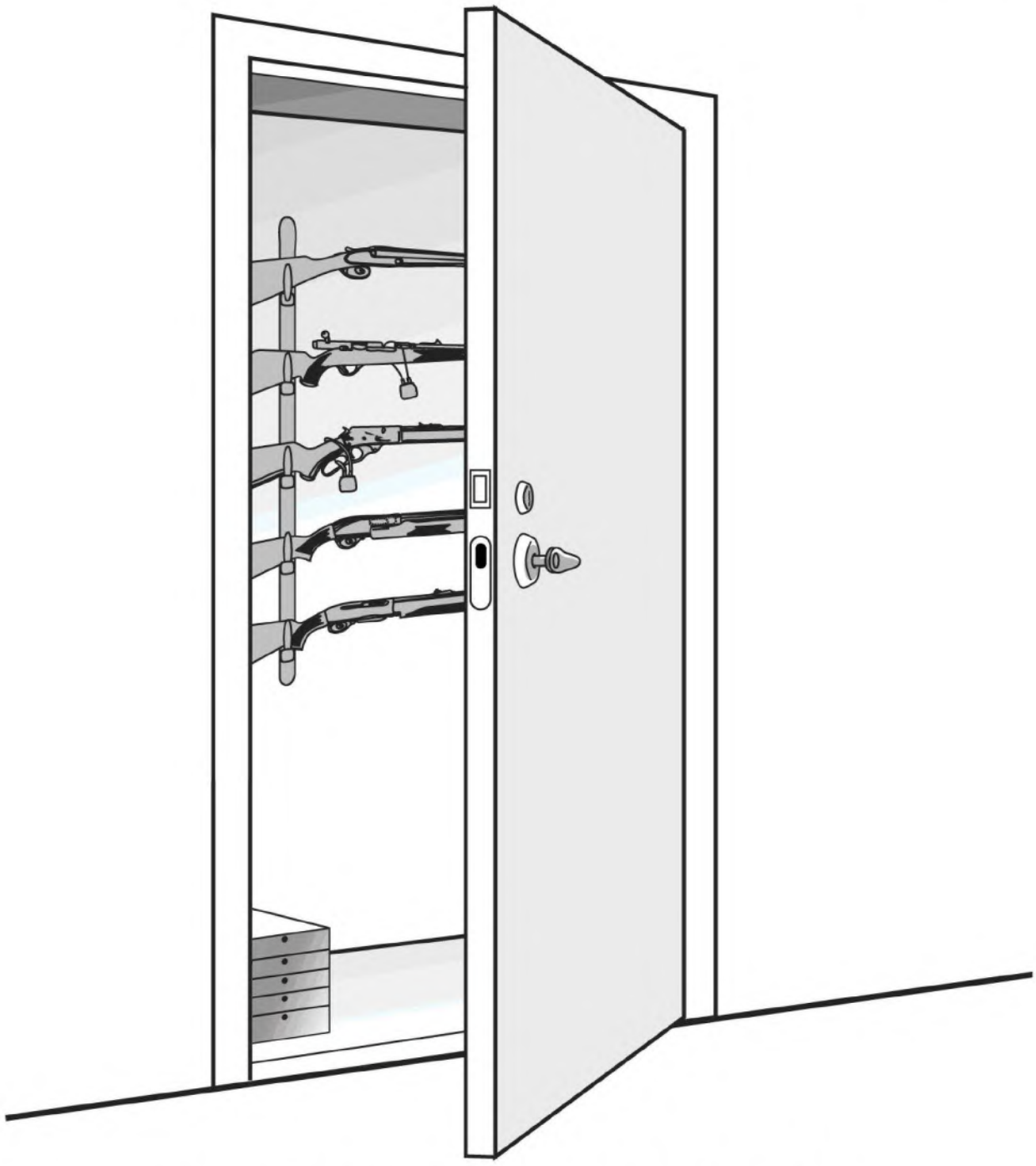


Figure 135. Secure Room (restricted firearms)

17.4. Display

a. A restricted firearm may be displayed in a dwelling house only under the following conditions:

- it is unloaded;
- it is rendered inoperable by using a secure locking device;
- it is securely attached to a non-portable structure that cannot be easily removed (Figure 136); and
- it is not displayed with and not within easy access to ammunition that can be discharged from it.

b. A restricted firearm may be displayed in a place other than at the legal address where the firearm has to be for storage or display only if it meets the following conditions:

- it is unloaded;
- it is rendered inoperable by using a secure locking device;
- it is securely attached to a structure by a chain, metal cable or similar device in a manner that the firearm cannot be easily removed; (a firearm may be removed from the display to allow someone to handle it, if the firearm is under the direct supervision of the person displaying it); and
- it is not displayed with, and not within easy access to, ammunition that can be discharged from it, unless the ammunition is displayed in a securely locked container or receptacle that cannot be easily broken open or into.

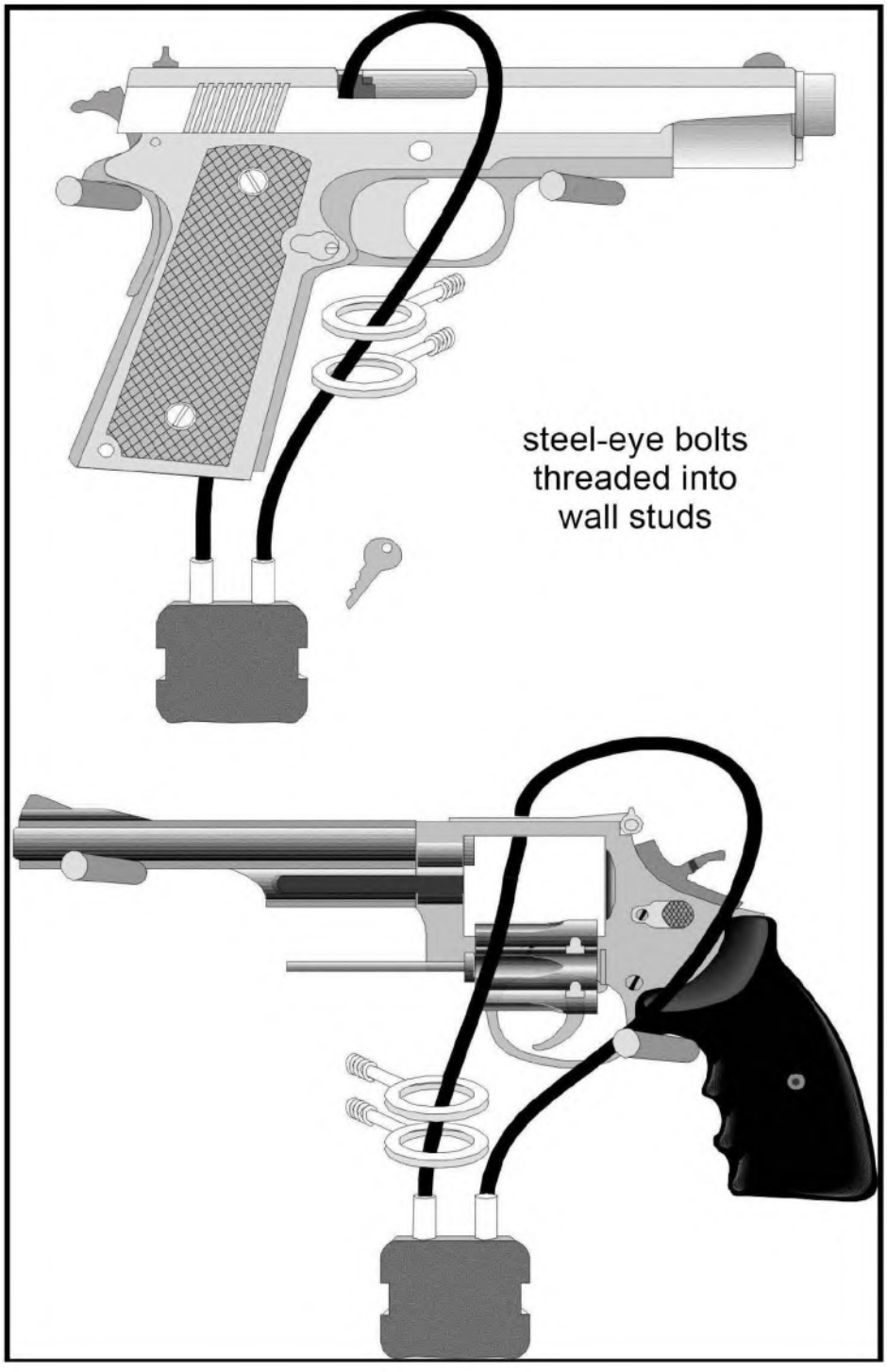


Figure 136. Display

17.5. Transportation

a. When transporting your restricted firearm between two or more specific places, you will need an "Authorization to Transport." To obtain an "Authorization to Transport," you need to contact a CFO or call 1-800-731-4000. You will need to provide the following information: your firearms licence number, the registration certificate number of the firearm(s) to be transported, the frequency, dates and times the firearm(s) will be transported, the place of departure and destination of the transported firearms, and the reason for transporting the firearm(s).

Please note: provincial/territorial policies may also apply.

b. A restricted firearm may be transported only under the following conditions:

- It is unloaded, and
  - rendered inoperable by using a secure locking device; and
  - in a locked container that is made of an opaque material and cannot be easily broken open or into or accidentally opened during transportation. A heavy-duty soft case (i.e., made of nylon) meets these requirements as long as you can lock it securely.
- You may leave the locked container (carrying the restricted firearm) in an unattended vehicle's securely locked trunk or similar compartment.
- If the unattended vehicle does not have a securely locked trunk or similar compartment, lock the vehicle, or the part of the vehicle that contains the container, and leave the locked container out of sight.

IMPORTANT: Removing the firing pin or any other component of a restricted or prohibited handgun <u>does not</u> meet the requirement for safe transport.

If you want to transport firearms on an aircraft, you should first contact the air carrier. The air carrier will provide information on its regulations and requirements.

17.6. Handling

a. Before obtaining a restricted firearm, think about how you will transport it home. The law requires that all restricted firearms be transported unloaded and rendered inoperable with a secure locking device. They must also be in a locked opaque case or container (Figure 137).

b. There are locations where discharging a firearm violates federal or provincial acts and regulations, or municipal bylaws. It may also be an offence to load or handle firearms in these places. You may load a firearm or handle a loaded firearm only in a place where it is lawful to discharge it.

A restricted firearm may only be loaded and discharged in a place where it can be safely and legally discharged.

Figure 137. Lockable Carrying/Storage Case

Every person commits an offence who, without lawful excuse, points a firearm at another person, whether the firearm is loaded or unloaded, and is

1. **guilty of an indictable offence and liable imprisonment for a term not exceeding five years; or**

2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 87(1) and (2) of Part III of the *Criminal Code*

Every person who stores, displays, transports or handles any firearm in a manner contrary to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* is

1. **guilty of an indictable offence and liable to imprisonment,**

   - **in the case of a first offence, for a term not exceeding two years, and**
   - **in the case of a second or subsequent offence, for a term not exceeding five years; or**

2. **guilty of an offence punishable on summary conviction (a fine of $5,000 and/or six months imprisonment).**

Reference: Subsections 86(2) and (3) of Part III of the *Criminal Code*

They may also lose their firearm, lose their licence, receive a fine, receive jail time and/or be prohibited from possessing a firearm for a period of time.

The Vital Four ACTS of Firearm Safety	
	Assume every firearm is loaded. • Regard any firearm as a potential danger.
	Control the muzzle direction at all times. • Identify the safest available muzzle direction. • Keep the firearm pointed in the safest available direction. • The muzzle of a firearm should not be pointed towards yourself or any other person.
	Trigger finger must be kept off the trigger and out of the trigger guard. • Do **NOT** put your finger on the trigger or inside the trigger guard when you pick up a firearm.
	See that the firearm is unloaded—PROVE it safe. • Do not handle the firearm unless you can properly **PROVE it safe**. • Check to see that both chamber and magazine are empty. Do this every time you handle a firearm, for any reason. • Pass or accept only open and unloaded firearms. It is an essential rule to adopt.

PROVE it safe	
	Point the firearm in the safest available direction.
	Remove all ammunition.
	Observe the chamber.
	Verify the feeding path.
	Examine the bore for obstructions.

The firearm is now unloaded and safe until it leaves the direct control of the person who unloaded and PROVEd it safe.

Direct control is defined as having the firearm within eyesight and/or arm's reach of the shooter. Only load a firearm when you intend to use it, and only in an area where it can be safely and legally discharged.

17.7. Review questions

1. List three reasons permitting you to possess a handgun.
2. Describe the legal parameters of handgun storage.
3. List the documents you must carry when transporting your handgun to the range.
4. Is it legal to store your restricted firearm at your friend's house?
5. List the legal requirements for transporting a restricted handgun.

APPENDICES

Mass Casualty Commission Exhibit

APPENDICES

Overview

These appendices are provided for general information purposes only. The information contained in this section may be additional to that contained in the course. Information contained in the Appendix will not form part of the written or practical tests.

For legal references, please refer to the actual legislation, namely the *Firearms Act* and its Regulations, and Part III of the *Criminal Code*.

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Appendix A: Antique firearms

An antique firearm refers to any firearm manufactured before 1898 that was not designed or redesigned to discharge rim-fire or centre-fire ammunition, plus any other firearm specifically identified as an antique by the Regulations. Owners of antique firearms do not need to have a firearms licence or a registration certificate. There are also no restrictions on the transfer of antique firearms. However, antique firearm owners must comply with the requirements found in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*

Source: Section 84, Part III of the *Criminal Code*, Paragraph 117(*h*), *Firearms Act*

Appendix B: Buying ammunition

Any individual wishing to buy ammunition in Canada must have a valid Canadian firearms licence. (Non-residents must have either a confirmed declaration or a temporary borrowing licence to buy ammunition in Canada.)

Appendix C: Legal definitions

The following definitions are taken from the *Firearms Act* and its Regulations, and Part III of the *Criminal Code*.

ammunition: A cartridge containing a projectile designed to be discharged from a firearm and, without restricting the generality of the foregoing, includes a caseless cartridge and a shot shell. *(munitions)*

antique firearm: (1) Any firearm manufactured before 1898 that was not designed to discharge rim-fire or centre-fire ammunition and that has not been redesigned to discharge such ammunition. (2) Any firearm that is prescribed to be an antique firearm. *(arme à feu historique)*

firearm: A barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled weapon and anything that can be adapted for use as a firearm. *(arme à feu)*

handgun: A firearm that is designed, altered or intended to be aimed and fired by the action of one hand, whether or not it has been redesigned or subsequently altered to be aimed and fired by the action of both hands. *(arme de poing)*

non-restricted firearm: A firearm that is neither a prohibited firearm nor a restricted firearm. *(arme à feu sans restrictions)*

prohibited ammunition: Ammunition, or a projectile of any kind, that is prescribed to be prohibited ammunition. (*munitions prohibées)*

prohibited device: (1) Any component or part of a weapon, or any accessory for use with a weapon, that is prescribed to be a prohibited device. (2) A handgun barrel that is equal to or less than 105 mm in length, but does not include any such handgun barrel that is prescribed, where the handgun barrel is for use in international sporting competitions governed by the rules of the International Shooting Sport Federation. (3) A device or contrivance designed or intended to muffle or stop the sound or report of a firearm. (4) A cartridge magazine that is prescribed to be a prohibited device. (5) A replica firearm. *(dispositif prohibé)*

prohibited firearm: (1) A handgun that has a barrel equal to or less than 105 mm in length, or is designed or adapted to discharge a 25- or 32-calibre cartridge, but does not include any such handgun that is prescribed, where the handgun is for use in international sporting competitions governed by the rules of the International Shooting Sport Federation. (2) A firearm that is adapted from a rifle or shotgun, whether by sawing, cutting or any other alteration, and that, as so adapted, is less than 660 mm in length, or is 660 mm or greater in length and has a barrel less than 457 mm in length. (3) An automatic firearm, whether or not it has been altered to discharge only one projectile with one pressure of the trigger. (5) Any firearm that is prescribed to be a prohibited firearm. *(arme à feu prohibée)*

replica firearm: Any device that is designed or intended to exactly resemble, or to resemble with near precision, a firearm, and that itself is not a firearm, but does not

include any such device that is designed or intended to exactly resemble, or to resemble with near precision, an antique firearm. *(réplique)*

restricted firearm: (1) A handgun that is not a prohibited firearm. (2) A firearm that is not a prohibited firearm, has a barrel less than 470 mm in length, and is capable of discharging centre-fire ammunition in a semi-automatic manner. (3) A firearm that is designed or adapted to be fired when reduced to a length of less than 660 mm by folding, telescoping or otherwise. (4) A firearm of any other kind that is prescribed to be a restricted firearm. *(arme à feu à autorisation restreinte)*

secure locking device: A device that can only be opened or released by the use of an electronic, magnetic or mechanical key or by setting the device in accordance with an alphabetical or numerical combination; and that, when applied to a firearm, prevents the firearm from being discharged. *(dispositif de verrouillage sécuritaire)*

unattended: In respect of a vehicle, means that the vehicle is not under the direct and immediate supervision of a person who is 18 years of age or older or to whom a licence has been issued under the Act. *(non surveillé)*

unloaded: In respect of a firearm, means that any propellant, projectile or cartridge that can be discharged from the firearm is not contained in the breech or firing chamber of the firearm nor in the cartridge magazine attached to or inserted into the firearm. *(non chargée)*

vehicle: Any conveyance that is used for transportation by water, land or air. *(véhicule)*

Appendix D: Personal firearms inventory (example)

MAKE:

MODEL:

SERIAL NO:

FIREARM IDENTIFICATION NUMBER:

MANUFACTURER:

BARREL LENGTH:

CALIBRE / GAUGE:

REGISTRATION CERTIFICATE NUMBER:

PURCHASED FROM:

DATE OF PURCHASE:

VALUE:

DISTINGUISHING MARKS:

ACCESSORIES (case, grips, etc.):

Appendix E: Replica firearms

A replica firearm is designed or intended to exactly, or almost exactly, resemble a firearm, but itself is not a firearm. Under Part III of the *Criminal Code*, a replica firearm is a prohibited device. Owners of replica firearms do not need to have a firearms licence or a registration certificate. However, replica firearm owners must comply with the transportation requirements found in the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.*

Source: Section 84, Part III of the *Criminal Code*, Paragraph 117(*i*), *Firearms Act*

Appendix F: Reporting lost or stolen firearms, licences, etc.

Where a firearm or other weapon is lost or stolen, or a licence, registration certificate or authorization is lost or stolen—it must be reported.

A person commits an offence if after having lost a firearm, a prohibited weapon, a restricted weapon, a prohibited device, any prohibited ammunition, an authorization, a licence or a registration certificate, or having had it stolen, does not report the loss or theft with reasonable dispatch to a peace officer, firearms officer, or Chief Firearms Officer (CFO).

Similarly, a person commits an offence, if on finding a firearm, a prohibited weapon, a restricted weapon, a prohibited device, or any prohibited ammunition, does not report the find, or deliver the item with reasonable dispatch to a peace officer, firearms officer, or CFO. This offence does not extend to documents, specifically an authorization, a licence or a registration certificate.

Commission of either offence is punishable on summary conviction or by indictment.

Source: Section 105, Part III of the *Criminal Code*

Appendix G: Visual range signals and devices

Flags or Signs: Typically a red flag flown at or near the entrance to the property. It serves to warn people that live fire may occur at any time and that shooters are actively using one or more ranges. Some clubs have individual "in use" flags for each range.

Down Range Activity Signals: Typically a red light, rope, or red flag at the entrance to the down range area. Red means stop! Do not go down range. A few clubs use a green flag or light to indicate it is safe to go down range. This display should NOT be visible from the shooting positions! Some ranges fly "down range" red flags to show it is NOT safe to discharge firearms; this is potentially confusing unless the flag cannot be seen by people in the down range area.

Shooting Line Activity Signals: Typically a red light, a red flashing light, a red flag, or a baffle clearly visible to the shooter when in the shooting position. Red means stop shooting! On some indoor ranges, the white lights that illuminate the firing line are dimmed and red illumination supplied. This display should NOT be positioned or used in a manner to be confused with the red signal at the entry to the down range area. Some ranges fly "down range" green flags to show that the range is safe for live fire; this is potentially confusing unless the flag cannot be seen by people in the down range area.

Appendix H: Gun collector

The *Firearms Act* recognizes that collecting firearms is a legitimate reason for owning firearms. The rules on gun collecting apply to restricted firearms and to "grandfathered" prohibited handguns with barrel lengths of 105 mm or less, or 25 and 32 calibre. In order to collect grandfathered handguns, an individual must have registered one such handgun as of December 1, 1998, and then continuously thereafter maintained a registration for one such handgun. In order to qualify as a gun collector, a person must:

- have knowledge of the historical, technical or scientific characteristics of the firearms that are part of a collection;
- give signed consent to periodic inspections of the area where the collection is stored; and
- comply with safe storage, display, handling and transportation standards.

When a person acquires a restricted firearm or prohibited handgun, or when he or she renews their firearms licence, the Chief Firearms Officer must determine whether the firearm is being acquired, or firearms already in possession are for the purpose of gun collection.

Source: Sections 67, 28 and 30, *Firearms Act*

Appendix I: Firearms licences

Under the *Firearms Act*, anyone wishing to possess, borrow, buy, inherit or otherwise acquire firearms must have a valid firearms licence.

The *Firearms Act* and *Firearms Licences Regulations* set out the following types of individual firearms licences:

- Possession and Acquisition Licence (PAL);
- Minor's Possession licence;
- Non-resident Sixty-day Possession Licence (Borrowed Firearms); and
- Non-resident Firearm Declaration (Confirmation of Importation of a Firearm by a Non-resident).

Requirements for obtaining firearms licences are the same across Canada.

Possession and Acquisition Licence
This type of licence is required for anyone wishing to acquire firearms, whether for the first time or in addition to the firearms already owned. An individual must successfully complete the Canadian Firearms Safety Course and tests to obtain the licence for non-restricted firearms. To obtain the licence for restricted firearms and/or prohibited firearms an individual must also successfully complete the Canadian Restricted Firearms Safety Course and tests. There is a minimum 28-day waiting period for this licence, unless the applicant already holds a valid PAL or Minor's Possession licence.

Appendix J: Transferring restricted firearms

Sections 22 and 23 of the *Firearms Act* set out a number of conditions that must be satisfied by both parties involved in the transfer of a restricted firearm before the transfer is authorized. In addition, there are a number of conditions that apply in the ***Conditions of Transferring Firearms and Other Weapons Regulations***.

The following outlines the information that must be provided when individuals transfer (sell, barter, or give away) firearms.

Transferor's Obligations

An individual who wants to transfer a firearm must:

- be reasonably sure that the transferee does not have a mental illness which would give rise to public safety concerns;
- be reasonably sure that the transferee is not impaired by alcohol or drugs;
- require the transferee to show a valid licence which authorizes the transferee to acquire and possess the particular class of firearm;
- be satisfied that the licence shown authorizes the transferee to acquire and possess the particular class of firearm;
- inform a Chief Firearms Officer (CFO) of the transfer and obtain his or her authorization; and
- ensure that the following conditions (subsection 2(1) of the *Conditions of Transferring Firearms and Other Weapons Regulations*) are complied with:
    - provide the CFO with the transferor's and transferee's name and address;
    - provide the CFO with the transferor's and transferee's licence numbers; and
    - provide the registration certificate number of the firearm being transferred to the CFO.

Transferee's Obligations

In order for a transfer to be authorized, the individual to whom the firearms will be transferred must:

- hold a valid Possession and Acquisition Licence for the particular class of firearm;
- ensure that a new registration certificate is issued by the Registrar;

- for the transfer of restricted firearms and prohibited handguns (pre-December 1, 1998) only,
    - inform the CFO why he or she needs to acquire the firearms (lawful profession or occupation, target practice or competition, or part of a gun collection); and
    - if the transferee is acquiring the firearm to form part of a gun collection, he or she will have to provide the CFO with:
        - information regarding his or her knowledge of characteristics which relate or distinguish the restricted firearms or handguns that he or she possesses;
        - signed consent to reasonably conducted periodic inspections of the area where the collection is kept; and
        - details of his or her knowledge of safe storage requirements for restricted firearms or prohibited handguns;
- for the transfer of restricted and prohibited firearms only, provide the CFO with the number of the registration certificate issued to him or her.

Before authorizing a transfer, the CFO must determine whether or not the transfer will affect the safety of others. If the transfer is authorized, the CFO will issue a unique transfer authorization number to both parties. Where transfers are completed by telephone, the transfer number provided to both parties will serve as a confirmation of the transfer and as a temporary registration certificate until a new registration certificate is sent in the mail.

Annex K: Transferring a non-restricted firearm

On April 5, 2012, Bill C-19, ending the *Long-Gun Registry Act*, came into effect ending the requirement for a transferor of a non-restricted firearm to wait for confirmation of the Transfer approval prior to releasing the non-restricted firearm to the transferee. The transferor must be satisfied that the transferee is a holder of a valid Possession and Acquisition Licence, with the proper privileges of acquisition, before transfer is finalized.

Sections 22 and 23 of the *Firearms Act* set out a number of conditions that must be satisfied by both parties involved in the transfer of a non-restricted firearm before the transfer is authorized. In addition, there are a number of conditions that apply in the ***Conditions of Transferring Firearms and Other Weapons Regulations***.

The following outlines the information that must be provided when individuals transfer (sell, barter, or give away) firearms.

Transferor's Obligations

An individual who wants to transfer a firearm must:

- be reasonably sure that the transferee does not have a mental illness which would give rise to public safety concerns;
- be reasonably sure that the transferee is not impaired by alcohol or drugs; and
- require the transferee to show a valid licence which authorizes the transferee to acquire and possess the particular class of firearm;

Transferee's Obligations

In order for a transfer to be authorized, the individual to whom the firearms will be transferred must:

- hold a valid Possession and Acquisition Licence for the particular class of firearm.

GLOSSARY

GLOSSARY

A

action: The moving parts of a firearm that load, fire, extract and eject ammunition.

action release: The part of a firearm that unlatches or opens the action to give access to the chamber.

air gun: A firearm that uses compressed air or carbon dioxide to propel a projectile.

ammunition: See under Appendix C: Legal Definitions.

antique firearm: See under Appendix C: Legal Definitions.

aperture sight: A rear sight with a hole for viewing the target. Also known as a peep sight.

automatic: An action that fires cartridges in rapid succession during one sustained pressure of the trigger.

B

ball:
a) A lead projectile fired by black-powder firearms.
b) Full-metal jacket ammunition.

ballistics: The study of projectiles in flight and what affects them. This means the barrel, in flight and within the target, including trajectory, force, impact and penetration.

barrel: The metal tube of a firearm. The bullet, shot or projectile accelerates down it when the firearm is fired.

barrel length: The distance from the muzzle to the chamber, including the chamber itself. This measurement does not include accessories or barrel extensions like flash suppressors or muzzle brakes. The barrel length of a revolver is the distance from the muzzle to the breech end immediately in front of the cylinder.

BB gun: A type of air gun designed to use spherical steel BB pellets.

big bore: A rifle shooting term that refers to centre-fire firearms or ammunition.

black powder: A finely ground powder, mainly used in muzzleloaders and antique cartridge firearms. The basic ingredients are saltpetre (potassium nitrate), charcoal (carbon) and sulphur.

blueing or bluing: An oxidation (rust) process applied to firearm metal parts. Controlled by applying oil that mixes with the nitrates used in the process. The oil prevents further rusting by sealing the metal. This gives the metal a blue/black colour that resulted in the name "bluing."

boat tail: The tapered rear end of some bullets, used to increase ballistic efficiency at long range.

bolt: A steel rod-like assembly that moves back and forth in an action, sealing the cartridge in the chamber during firing.

bolt action: A repeating firearm that has a magazine and in which the breech bolt or closure device operates in line with the bore; manually operated by a permanent projection or handle attached to the bolt or closure device.

bolt face: The forward end of the bolt that supports the base of the cartridge.

bore: The inside of the barrel of a firearm excluding the chamber. The channel through which the bullet or other projectile is fired from the gun.

bore diameter: The measurement from one side of the bore to the other. See also **rifling**; **calibre**.

breech: The rear end of the barrel into which the ammunition is loaded. See also **chamber**.

breechblock: The part in the breech mechanism that locks the action against the firing of the cartridge.

breechloader: A firearm loaded through the breech.

buckshot: Large lead pellets used in shotgun shells.

bullet: A projectile designed to be fired from a rifled barrel.

butt: The rear end of a rifle or shotgun (the portion that rests against the shoulder). In a handgun, the bottom part of the grip.

buttstock: In long guns, the part of the stock which extends from the receiver to the butt.

C

calibre: A measurement in metric or imperial units to describe the inside diameter of the barrel of a rifled firearm. Calibre is also used to describe the diameter of a projectile in a cartridge.

cap: See **percussion cap**.

carbine: A light short-barrelled rifle.

cartridge: A complete unit of ammunition consisting of a case, primer, powder and a projectile. Modern cartridges are generally classified into two categories: centre-fire and rim-fire. See also **shell**.

cartridge magazine: A device or container from which ammunition may be fed into the firing chamber of a firearm. Part 4 of the *Regulations Prescribing Certain Firearms and other Weapons, Components, and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted* sets out the limit for the number of cartridges permitted for different types of magazines. The two common types are box-type magazine and tubular magazine.

case: Also called casing. The container of a cartridge. It is usually of brass or other metal when used for rifles and handguns. When used for shotguns, it is usually of paper or plastic with a metal head, and is more often called a hull.

cease-fire:

a) As a verb - The command to stop shooting, unload firearms and step behind the cease-fire line.

b) As a noun - Time or period of range inactivity while targets are changed or other activities are conducted.

centre-fire: A cartridge with its primer located in the centre of the base of the case.

chainfiring: The term used to describe the dangerous result of not using grease over the balls used in a black-powder revolver. When the primary cylinder is fired, lack of grease on the other cylinders may cause them to discharge before they are lined up with the barrel.

chamber:

a) The portion at the breech end of the barrel. The cartridge is placed in the chamber ready for firing. A revolver is multi-chambered.

b) To place a cartridge in the barrel.

charge:

a) The amount, by weight, of the powder in a cartridge.

b) In the case of black powder, the amount, by volume, of the powder used.

c) To fill a magazine with cartridges.

Chief Firearms Officer: The person in authority in a province or territory responsible for licences, authorizations to transport, authorizations to carry and other functions related to the administration of the *Firearms Act* and its Regulations.

choke: Narrowing at the muzzle end of a shotgun barrel that determines the shot pattern.

cleaning kit: A set of specialized accessories used to clean and maintain a firearm.

clip: An informal term used to describe a magazine.

cock: To set the action into position for firing. On some firearms, the action has an intermediate position called half cock. On muzzleloading firearms, the cock holds the flint or match.

coking: The burning of black powder residue with much heat and little smoke.

comb: The upper edge of a rifle or shotgun stock where the holder's cheek rests.

conical bullet: A cylindrical-shaped bullet with a cone-shaped tip.

core: The part of a bullet that is covered by a jacket, i.e., the centre of a bullet.

corrosion: The gradual eating away of the metal parts of a firearm caused by rust or other chemical reactions.

crimp: The portion of a cartridge or shell case that is bent inward to hold the bullet or shot in place.

cross-bolt safety: A device that blocks the firing mechanism of a firearm.

cross-hairs: The sighting lines in a telescopic sight.

cylinder: The part of a revolver that rotates and in which chambers are bored to hold cartridges. It combines the functions of magazine, feed system and firing chamber.

cylinder bore: A shotgun barrel having the same diameter throughout, i.e., without choke. It is used to fire solid slugs.

D

dangerous range: The maximum distance at which a projectile will travel. See also **range**.

deactivated firearm: A deactivated firearm is one that has been rendered permanently inoperable. The standards for deactivated firearms are determined by the RCMP/CFP.

direct control: Defined as having the firearm within eyesight and/or arm's reach of the shooter.

dominant eye: See **master eye**.

double action: An action that cocks and fires with a complete pull of the trigger.

double action only: An action that cannot fire in a single action mode.

double-action revolver: A revolver that both cocks and fires with a complete pull of the trigger.

double-barrel: A firearm with two barrels, either side-by-side or one over the other.

down range: The direction from the shooting position towards the target on a range. See also **range**.

dry firing: Firing of an unloaded firearm to practise handling and shooting techniques. This can damage some types of actions, particularly rim-fire.

dummy ammunition: Inactive ammunition used for practising handling of firearms. It has no primers or propellants. See also **live ammunition**.

E

effective range: The maximum distance for a shooter at which he or she can confidently hit the target. Also refers to the useful range of the projectile(s). See also **range**.

ejector: The mechanism that expels the cartridge or case from the firearm.

extraction: The removal of a cartridge or case from the chamber of a firearm.

F

feed: The action of moving a fresh cartridge into the chamber.

feeding path: The path a cartridge follows within an action.

field stripping: Taking apart a firearm for regular maintenance and cleaning.

firearm: See under Appendix C: Legal Definitions.

firing pin: The part of the breech mechanism that strikes the primer of the cartridge.

flash suppressor: Muzzle attachment designed to cool emergent gases and prevent or reduce muzzle flash.

flat-nosed bullet: A bullet with a flattened front end. It is used mainly in cartridges designed for rifles with tubular magazines.

fléchette: A small dart stabilized by fins. It is encased in a discarding sabot (case) and loaded into a shotgun shell. Usually, one shell will contain a number of fléchettes. This type of ammunition is prohibited.

flintlock: The gunlock of early firearms in which flint is struck against steel. This causes sparks to ignite the powder charge.

floor plate: The metal plate at the bottom of some cartridge magazines. (The floor plate is usually hinged at the front and held by a release spring located just ahead of the trigger guard.)

follow-through: Staying in the same position after squeezing the trigger or continuing the swing in firing at a moving target. This helps to shoot accurately.

follower: The part of a magazine between the spring and the ammunition. You must be able to see or feel the follower to know the magazine is empty. See also **magazine follower**.

forcing cone: In smooth bore and revolver barrels, a cone that joins the chamber to the bore. It assists the passage of the projectile(s) into the bore. Also called a throat.

forearm/fore-stock: The forward part of a one or two piece stock. It is sometimes called a slide on pump action firearms.

frizzen: The metal arm of a flintlock mechanism. The flint strikes the frizzen to create sparks in the flash pan. It is also called a battery.

full cock: The position of the hammer or striker when the firearm is ready to fire.

full-metal jacket: A bullet with a jacket, usually of harder metal, encasing the core. It is also called a hard-point bullet. Used in ball ammunition.

G

gauge: The measurement of the diameter of a shotgun bore.

grain: A unit of weight (7,000 grains equal one pound) commonly used to measure the weight of ammunition components. Black powder and its substitutes are measured in grains by volume. Modern powders are measured by weight.

grip: The small portion of the stock gripped by the trigger hand.

grooves: See **rifling**.

H

half cock: A safety feature on some firearms. When the hammer is pulled back half-way, it cannot be fired by squeezing the trigger.

hammer: The part of the action that drives the firing pin forward.

handgun: See under Appendix C: Legal Definitions.

hangfire: A malfunction causing a delay in firing a cartridge after the firing pin has struck the primer.

high power: A term applied to the first smokeless powder cartridges with velocities of approximately 609.6 m/s (2,000 ft./s).

high-powered rifle: Generally, a firearm that uses centre-fire ammunition.

holding: The action of keeping the sights on the target while squeezing the trigger.

hollow point: A bullet with a hollow at the tip (nose) that makes it expand more on impact.

hull: The outer covering or casing of a shotgun shell.

I

No applicable entry.

J

jacket: The outer covering over the inner metal core of a bullet.

K

kick: See **recoil**.

L

lands: See **rifling**.

leading: Particles from shot or bullets that stick to the metal surface of the bore. This is due to heat or friction.

lever action:
a) An action operated by a lever located underneath it. (A secondary purpose of the lever is to serve as a trigger guard.)
b) A repeating firearm that has a magazine and a breech mechanism cycled by an external lever, usually below the receiver or frame.

line of sight: An imaginary straight line from the shooter's eye to the target; usually through the sights.

live ammunition: Ammunition containing primers and propellants capable of firing bullets or other projectiles.

load: To prepare a firearm for firing by inserting ammunition into it.

loading gate: The hinged cover over the opening through which cartridges are inserted into the magazine or chamber.

loading port: The opening through which cartridges are inserted into the magazine or chamber.

lock: The firing mechanism of a muzzleloader. In firearms that are loaded through the breech, the lock is both the firing mechanism and breech-sealing assembly.

long gun: Generic term used to describe rifles and shotguns.

M

magazine: See **cartridge magazine**.

magazine cut off: Disengages magazine feed from firearm.

magazine follower: Spring-loaded platform in a magazine. It pushes cartridges or shells to the feeding position. When checking that a firearm is completely unloaded, the magazine follower should be clearly in view. This is especially important with tubular magazines.

magazine release: A button or switch that allows for the removal of a magazine from the firearm.

magnum:
a) A cartridge or shell with a larger capacity or with a higher velocity than average (e.g., 3.5-inch Magnum shot shell, .300 Winchester Magnum rifle, .44 Remington Magnum handgun). Firearms that use magnum ammunition may also be called magnum.
b) A marketing term used by manufacturers which may or may not indicate greater power or range.

mainspring: A strong spring which activates the striker or hammer of a firearm.

malfunction: The failure of a firearm to work properly. This can be caused by a jam or stoppage, or a mechanical or structural failure.

master eye: The stronger eye; the eye through which a person usually views an object as when sighting a firearm.

match/wick: A long cord soaked in saltpetre, which burns slowly. Used to ignite powder in early firearms.

matchlock: A firearm action that uses a serpentine or S-shaped piece of metal to hold a smouldering match. The burning match contacts the priming powder in the pan to ignite the charge.

metallic cartridge: A cartridge with a metallic case. In contrast, early cartridge cases were made of linen, paper, etc.

mid-range: The point in the trajectory halfway between the muzzle and the target.

Mini-ball or Minie ball: A cylindrical-shaped bullet used in muzzleloaders. It has a pointed tip and a hollow base that spreads as it is fired.

misfire: The failure of a cartridge to fire after the firing pin has struck the primer. Do not confuse with hangfire, which is a delay in firing.

mushroom: The shape many soft-point bullets become when they expand upon impact.

musket: An early smoothbore shoulder firearm.

muzzle: The opening at the end of the barrel from which the bullet or shot emerges.

muzzle brake: A device attached to the muzzle that softens the recoil of the firearm. Also known as a compensator.

muzzleloader: A firearm that is loaded through the muzzle.

N

non-restricted firearm: See under Appendix C: Legal Definitions.

O

open sight: A type of firearm sight, usually with a "V" or "U" notch in the rear sight. See also **sight**.

over-and-under: A firearm, usually a shotgun, with two barrels placed one over the other.

P

pan: The small container located on the side or top of a matchlock, wheel lock or flintlock firearm used to hold the priming powder.

patch:
a) A small piece of leather or cloth that is greased and placed around a bullet before ramming it down the barrel of a muzzleloader.
b) A piece of cloth drawn through the bore of a firearm to clean it.

patch box: A small compartment in the butt of a muzzleloader used to store patches or other small items.

pattern: Distribution of the shot in a shotgun charge. This is measured at a standard distance of 40 yards and in a 30-inch circle.

peep sight: A rear sight with a hole through which the target is viewed. Also known as an aperture sight.

pellet: Small round projectiles loaded into shotgun shells. Usually referred to as shot. Also a lead projectile used in some air guns.

penetration: The depth that a projectile travels into a target before it stops.

percussion cap: A small metal explosive-filled cup that is placed over the nipple of a percussion firearm.

pistol: A small hand-held firearm.

powder: The general term for any propellant used in firearms which burns upon ignition. The two major types are black powder (an explosive) and smokeless powder (a propellant).

powder burn: Charring caused by gunshot residue.

powder charge: The amount of powder by weight in the case of smokeless powder, and by volume, in the case of black powder.

prime: In the case of a black-powder firearm, to place powder on the pan or percussion cap on the nipple. Also, to place a primer in a cartridge case.

primer: The overall term for the priming compound, cup and anvil which, when struck, ignites the powder charge.

primer pop: The sound of only the primer discharging due to no or grossly inadequate charge of powder in the cartridge.

prohibited ammunition: See under Appendix C: Legal Definitions.

prohibited device: See under Appendix C: Legal Definitions.

prohibited firearm: See under Appendix C: Legal Definitions.

projectile: A bullet or shot in flight after firing from a firearm.

propellant: The chemical substance which, when ignited, propels the projectile. Also called powder.

pull-through: The cord used to pull a bore brush or cleaning patch through the bore of a firearm.

pump action:

a) An action that is operated by moving the fore-end in a motion parallel to the bore.

b) A repeating firearm that has a magazine and is manually set in motion usually parallel to the barrel; also called slide action or trombone action.

Q

No applicable entry.

R

ramrod: A wood or metal rod used to push the patch and bullet down the barrel of a muzzleloader.

range:

a) The distance travelled by a projectile from firearm to target.
b) A projectile's maximum travelling distance.
c) An area or facility designed for the safe shooting of firearms.
d) Dangerous range: the maximum distance at which a projectile will travel.
e) Effective range: the greatest distance a projectile will travel with accuracy.

receiver: A firearm's metal frame that generally contains the breech, locking and loading mechanisms. Normally the serial number is on the receiver. Also called the frame.

recoil: The backward movement of a firearm when it is fired. Also called kick.

replica firearm: See under Appendix C: Legal Definitions.

restricted firearm: See under Appendix C: Legal Definitions.

revolver:
a) A repeating handgun that has a revolving cylinder with a series of chambers. The cylinder may revolve in either direction, depending on the manufacturer.
b) A firearm, usually a handgun, that has a revolving cylinder with a series of chambers, and is discharged successively by the same firing mechanism. The chamber may revolve in either direction depending on the manufacturer.

revolving action: An action with a revolving cylinder containing a number of cartridge chambers. One chamber at a time lines up with the barrel.

ricochet: The redirection of a projectile after impact, usually with a hard surface. For example, a bullet bouncing off a rock.

rifle: A shoulder firearm with a rifled bore. Designed to fire one projectile at a time. See also **rifling**.

rifled slug: A large, single projectile with spiral grooves used in shotguns.

rifling: Spiral grooves inside the barrel. Rifling causes the bullet to spin, increasing its accuracy and range. The depressed portions of the rifling are called grooves and the raised portions are called lands.

rim: The edge on the base of a cartridge case. The rim is the part of the case that the extractor grips to remove the cartridge from the chamber.

rim-fire: A cartridge that has its primer located inside the rim of the case. See also **cartridge**.

rod: A rod used for cleaning a firearm. It is used to check for obstructions prior to loading the firearm. It may also be referred to as a ramrod, proving stick or dummy rod.

round: One shot fired by a firearm. It is also a complete item of ammunition or a cartridge that has all the components needed to fire one shot.

round-nose bullet: A bullet with a rounded nose.

S

sabot: A plastic sleeve that holds a slug that is smaller than the bore diameter of a firearm. It is used mainly in shotguns and muzzleloading firearms.

safety: A device that blocks the firing mechanism of a firearm.

scope: See **sight**.

sear: Part of the firing mechanism linked to the trigger. The sear holds the hammer, firing pin or striker in the cocked position until the trigger is squeezed.

secure locking device: See under Appendix C: Legal Definitions.

semi-automatic:
a) An action which fires, extracts, ejects, chambers and cocks with each separate pull of the trigger.
b) A repeating firearm requiring that the trigger be pulled for each shot fired and which uses the energy of the discharge to perform part of the operating cycle; sometimes called auto-loading or self-loading actions.

semi-wadcutter: A cylindrical bullet with a short truncated cone at the nose. Often used for paper target shooting.

shell: A complete unit of ammunition consisting of a hull, primer, powder, wad and projectile(s) for use in shotguns.

shotgun: A shoulder firearm with a smooth bore designed to fire multiple pellets called shot, or a single projectile called a slug.

shot shell / shotgun shell: A cartridge used in a shotgun. It contains multiple shot pellets or a single projectile called a slug.

side by side: A firearm, usually a shotgun, with two barrels placed side by side.

sight: A firearm device, either mechanical or optical, that helps the shooter aim accurately.

single action: An action that releases the hammer from a cocked position when the trigger is pulled. Usually found on handguns.

single action revolver: A revolver that requires the hammer to be cocked manually. Pressing the trigger will not cause it to fire until this is done.

single shot: A single-barrel firearm that is manually loaded and has no magazine-feed device.

slide safety: A device that blocks the firing mechanism of a firearm.

sling: A strap used to carry and aid in aiming a rifle.

slug: A large single projectile used in shotguns. See also **rifled slug**.

small bore: Generally refers to a .22 calibre firearm or rim-fire ammunition.

smokeless powder: Propellant powder used in modern firearms.

smooth bore: A firearm with a bore that is not rifled, such as a shotgun.

soft-point bullet: A bullet with a partial jacket exposing a portion of the lead core at the nose.

spent bullet: A bullet near the end of its flight that has lost nearly all its energy. Despite a loss in energy, spent bullets can still penetrate targets.

spire-point bullet: A bullet with a cone-shaped nose.

stock: The part of a rifle or shotgun used in holding the firearm.

T

tang safety: A device that blocks the firing mechanism of a firearm.

telescopic sight: See **sight**.

trajectory: The path a projectile takes during flight.

trigger: The part of the firearm mechanism that releases the part of the action that fires the cartridge.

trigger guard: The metal loop around the trigger made to protect it and prevent accidentally touching the trigger.

U

unattended: See under Appendix C: Legal Definitions.

unloaded: See under Appendix C: Legal Definitions.

V

vehicle: See under Appendix C: Legal Definitions.

velocity: The speed at which a projectile travels in a given direction.

W

wad: A paper fibre or plastic disc used to separate the powder charge from the shot or slug, to seal propellant gases behind the charge, and to hold the shot together in the barrel.

wad-cutter: A cylindrical bullet with a sharp, shouldered, nearly flat nose. It is designed to cut paper targets cleanly so they can be scored accurately.

wheel lock: An early firearm mechanism. A wheel with serrated edges is spun against a piece of iron pyrite. This sends sparks into the pan to ignite the charge.

wing safety: A device that blocks the firing mechanism of a firearm.

X

No applicable entry.

Y

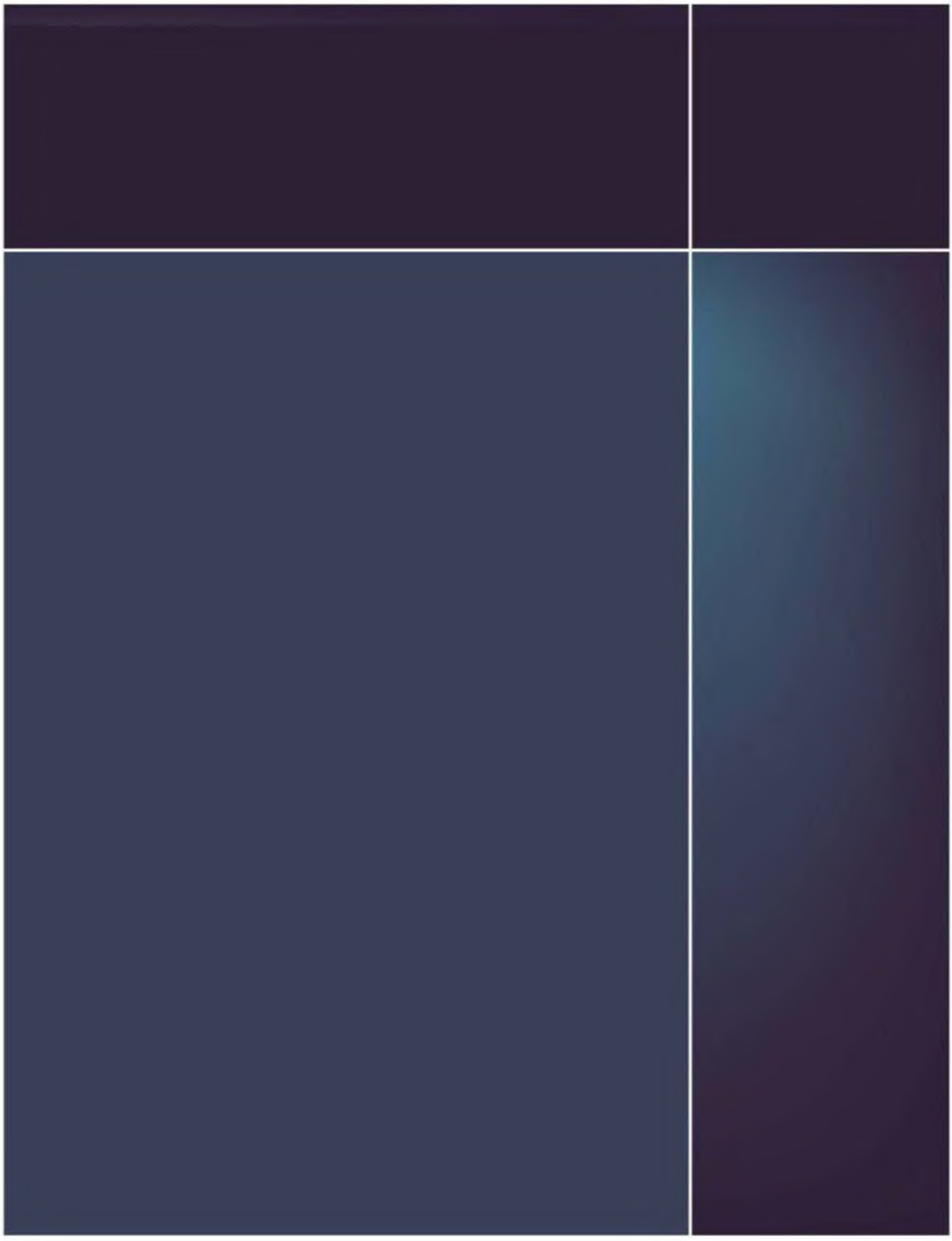
No applicable entry.

Z

No applicable entry.

All instructors who teach the Canadian Firearms Safety Course (CFSC) and the Canadian Restricted Firearms Safety Course (CRFSC) must meet and maintain certain service standards and quality of instruction. The Canadian Firearms Program (CFP) relies on student feedback in order to monitor and constantly improve how this firearms safety training is being provided.

If you would like to provide feedback to the CFP regarding your CFSC or CRFSC training experience, we welcome you to contact us at: CFO_Program-Programme_CAF@rcmp-grc.gc.ca



Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

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CFPM - ch. 1.1. Program Management

New Chapter: 2014-02-07

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. Policy
2. Definitions
3. General
4. Services for the Public
5. Services to Support Operations and Law Enforcement Agencies and Partners
6. Services to Support the Commissioner of Firearms

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1. Policy

1. 1. The RCMP Canadian Firearms Program is responsible for administering the *Firearms Act* in accordance with legislated requirements under the *Firearms Act*, its associated regulations, and the *Criminal Code*, and in accordance with Contribution Agreements between the Government of Canada and those provinces which have chosen to administer the licensing elements of the Canadian Firearms Program in their jurisdiction.

1. 2. The Commissioner of the RCMP performs the duties of Commissioner of Firearms as delegated by the Minister of Public Safety.

1. 2. 1. Each calendar year, the Commissioner of Firearms must submit to the Minister a report regarding the administration of the *Firearms Act*.

1. 3. The DG, Canadian Firearms Program, oversees all operations of the Canadian Firearms Program.

1. 4. The Canadian Firearms Program is responsible for managing the Canadian Firearms Information System in which information concerning all licences, authorizations, and registrations is recorded and maintained.

2. Definitions

2. 1. **Canadian Firearms Progrm (CFP)** means the RCMP service line responsible for the administration of the *Firearms Act* that reports to the Deputy Commissioner, Specialized Policing Services (SPS).

2. 2. **Canadian Firearm Information System (CFIS)** means an automated information system that provides administrative and enforcement support to all partners involved in the licensing of

firearm owners/users, registration of restricted and prohibited firearms, and issuance of authorizations related to restricted firearms.

2. 3. **Canadian Firearms Registry (CFR)** means the CFP group that oversees firearms registration and maintains the associated records.

2. 4. **Canadian Firearms Registry Online (CFRO)** means a subset of CFIS that law enforcement partners can access for investigative and other police operational purposes.

2. 5. **Firearms Investigative and Enforcement Services Directorate (FIESD)** means a CFP group focused on strengthening the ability of law enforcement and criminal justice partners to combat the illegal smuggling, trafficking, distribution, and use of illicit firearms.

2. 6. **National Weapons Enforcement Support Team (NWEST)** means a group within FIESD that offers personnel and resource support to law enforcement agencies on all aspects of firearms investigations and prosecutions.

3. General

3. 1. The *Firearms Act* governs the issuance of licences, authorizations, and registration certificates, that permit individuals and businesses to acquire, possess, use, store, transfer, transport, and manufacture firearms, weapons, and ammunition in Canada.

3. 1. 1. In accordance with sec. 96, *Firearms Act*, the issuance of a licence, authorization, or registration certificate does not affect the obligation of any person to comply with any other Act of Parliament, or any regulation made under an Act of Parliament respecting firearms or other weapons.

3. 1. 2. The *Firearms Act* requires:

3. 1. 2. 1. individuals to obtain and hold a licence to possess or acquire a firearm, and to acquire ammunition;

3. 1. 2. 2. businesses to obtain and hold a licence to engage in activities related to firearms, other weapons, devices, and/or ammunition; and

3. 1. 2. 3. the registration of all restricted and prohibited firearms.

3. 2. The CFP provides:

3. 2. 1. services to the public relating to the administration of the *Firearms Act*, and

3. 2. 2. operational and technical firearms-related support to law enforcement agencies.

3. 3. The CFP's goal is to maintain and enhance public safety, by:

3. 3. 1. upholding laws and regulations on responsible and safe firearms possession and use, and

3. 3. 2. helping to reduce firearms-related crime.

4. Services for the Public

4. 1. As regulated by the *Firearms Act*, the CFP delivers to the public, the following services:

4. 1. 1. licensing for individuals and businesses,

4. 1. 2. firearms registration,

4. 1. 3. firearms verification,

4. 1. 4. issuing authorizations to transport and carry restricted and prohibited firearms,

4. 1. 5. delivering firearms safety training, and

4. 1. 6. approving shooting ranges and shooting clubs.

5. Services to Support Operations and Law Enforcement Agencies and Partners

5. 1. There is no cost to law enforcement end users associated with any of the support services provided by the Firearms Investigative and Enforcement Services.

5. 2. The CFP provides the following specialized firearms support services and expertise:

5. 2. 1. firearm tracing services for law enforcement agencies in Canada and the Unites States, and for agencies outside North America through the Interpol network;

5. 2. 2. affidavits and expert witness testimony in court proceedings involving firearms;

5. 2. 3. analytical and statistical data relevant to firearms-related crime patterns, investigations, and prosecutions in Canada;

5. 2. 4. resources and advice to police, law enforcement agencies, and crown attorneys through the Crown Attorney Program, to enhance the prosecution of firearms-related offences;

5. 2. 5. inspections of firearms and related devices to:

5. 2. 5. 1. verify their legal classification for law enforcement or other government agency partners; or

5. 2. 5. 2. provide technical advice on identification and determination of class of firearms to the CFR;

5. 2. 6. on-site client services, e.g. destruction of firearms and ammunition;

5. 2. 7. technical command resource centre for major investigations;

5. 2. 8. technical support and advice on firearms to other government departments, and to the Department of Justice in support of updates and enhancements to federal legislation;

5. 3. The CFP provides the following investigative support for Canadian and international law enforcement agencies:

5. 3. 1. NWEST provides:

5. 3. 1. 1. firearms identification and verification of class;

5. 3. 1. 2. crime gun analysis;

5. 3. 1. 3. assistance in developing and executing warrants;

5. 3. 1. 4. assistance and advice in prosecuting crimes involving firearms, including access to relevant firearms case law and expert witness testimony;

5. 3. 1. 5. access to current "street prices" for various illicit firearms purchased throughout Canada, and

5. 3. 1. 6. firearms-related training for law enforcement agencies; and

5. 3. 2. firearms Internet investigation and enhanced screening through open source Internet searches for potential criminal activity or public safety risks that are referred to front-line police or Chief Firearms Officers.

5. 4. The CFP provides the following databases for use by law enforcement agencies:

5. 4. 1. the Firearms Reference Table (FRT), which is a comprehensive firearms database that includes images and descriptions of firearms makes and models, and thereby facilitates the accurate identification of firearms;

5. 4. 2. the CFIS, which contains information on licences, authorizations, registration certificates, prohibition orders, and other data relating to the *Firearms Act* and associated regulations and Part III of the *Criminal Code*; and

5. 4. 3. the CFRO, which is a subset of CFIS information made available to Canadian police agencies through the Canadian Police Information Centre (CPIC) to assist police officers when responding to calls and performing investigations.

6. Services to Support the Commissioner of Firearms

6. 1. The CFP:

6. 1. 1. provides strategic policy advice on firearms legislation, regulations, Orders in Council, Memoranda to Cabinet, and exemption orders;

6. 1. 2. produces performance measurement and analysis, that populates the annual Departmental Performance Report, the Report on Plans and Priorities, and the annual Report of the Commissioner of Firearms;

6. 1. 3. performs and delivers client and community outreach activities, which include producing firearms messaging to stakeholders and other groups; and

6. 1. 4. manages Aboriginal firearms issues for the RCMP and the Commissioner of Firearms.

References

Date Modified: 2014-02-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.1. Program Management

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 1.2. Organization

CFPM - ch. 1.2. Organization

New Chapter: 2014-02-07

For information regarding this policy, contact Canadian Firearms Program at [redacted]

1. Policy
2. Definitions
3. General
4. Chief Firearms Officers
5. Opt-in and Opt-out Provinces
6. Registrar
7. Firearms Service Delivery
8. Firearms Investigative and Enforcement Services
9. Firearms Management and Strategic Services

1. Policy

1. 1. The RCMP Canadian Firearms Program is responsible for collaborating with its provincial partners to deliver to Canadians, services which meet regulatory requirements under the *Firearms Act* and its associated regulations.

1. 1. 1. Provincial jurisdictions that choose to administer the licensing elements of the Canadian Firearms Program are compensated by the federal government in accordance with contribution agreements entered into with the Canadian Firearms Program. See ch. 1.3.

1. 1. 2. In the other provinces, the Canadian Firearms Program is responsible for managing the program.

1. 2. The Canadian Firearms Program provides specialized operational support to assist in investigations and prosecutions involving the illegal movement and criminal use of firearms, prohibited devices, and prohibited ammunition.

1. 3. The Canadian Firearms Program maintains national centralized databases, systems, and processes, and makes them available to all Program partners.

2. Definitions

2. 1. **Chief Firearms Officer (CFO)** means:

2. 1. 1. the individual who is designated in writing as the Chief Firearms Officer for the province by the provincial minister,

2. 1. 2. the individual who is designated in writing as the Chief Firearms Officer for the territory by the federal Minister, or

2. 1. 3. regarding any matter for which there is no Chief Firearms Officer under sec. 2.1.1. or 2.1.2., the individual who is designated in writing as the Chief Firearms Officer for the matter by the federal Minister.

2. 1. 4. Chief Firearms Officers administer the licensing requirements under the *Firearms Act* in their respective province and/or territory. CFO responsibilities include issuing, refusing to issue, renewing or revoking licences, authorizations, and approvals regarding firearms.

2. 2. **Federal Minister** means the Minister of Public Safety Canada.

2. 3. **Firearms Officer** means:

2. 3. 1. an individual who is designated in writing as a Firearms Officer for the province by the provincial minister,

2. 3. 2. an individual who is designated in writing as a Firearms Officer for the territory by the federal Minister, or

2. 3. 3. Regarding any matter for which there is no Firearms Officer under sec. 2.3.1. or 2.3.2., an individual who is designated in writing as a Firearms Officer for the matter by the federal Minister.

2. 3. 4. Firearms Officers report to the CFO and are appointed to ensure compliance with and ongoing eligibility relating to *Firearms Act* licensing requirements. Their activities include investigations and inspections.

2. 4. **Opt-in** means choosing to administer the firearms program through a provincially appointed Chief Firearms Officer, with federal contribution-agreement funding. See ch. 1.3.

2. 5. **Opt-out** means choosing to administer the firearms program through a federally appointed Chief Firearms Officer, with federal funding and CFP employees.

3. General

3. 1. The CFP has both regulatory and enforcement components, and is represented by firearms experts across the country.

3. 2. The CFP is structured to:

3. 2. 1. effectively manage and deliver firearms program regulatory services to Canadians, and

3. 2. 2. support and enhance the investigative collaboration between CFP operational and technical services, and domestic and international law enforcement partners.

3. 3. The framework for regulatory responsibilities is defined in the *Firearms Act*.

3. 4. Firearms-specialized investigative and enforcement services and systems support the goal of the *Firearms Act* to improve public safety and assist law enforcement in reducing firearms-related crime.

4. Chief Firearms Officer

4. 1. In every province and territory, firearms licensing and authorizations are managed by CFOs.

4. 2. CFOs can be designated for a province by a provincial minister. These provinces, referred to as opt-in, deliver components of the firearms program under contribution agreements between Canada and the provinces, in accordance with sec. 95, *Firearms Act*. See ch. 1.3.

4. 3. If a provincial minister does not designate a CFO for a province, the federal Public Safety Minister can do so.

4. 4. A CFO for a territory is designated by the federal Minister. These provinces and territories are referred to as opt-out.

4. 5. CFOs are responsible for issuing firearms licences to businesses and individuals.

4. 5. 1. If a public-safety risk is identified, the *Firearms Act* and its associated regulations authorize CFOs to refuse to issue a licence, or to revoke a licence.

4. 6. Within their jurisdictions, CFOs also:

4. 6. 1. oversee the delivery of safety training,

4. 6. 2. approve shooting ranges and clubs,

4. 6. 3. issue authorizations to transport and carry restricted and prohibited firearms, and

4. 6. 4. conduct inspections to ensure firearms are being used, transported, and stored safely.

5. Opt-in and Opt-out Provinces

5. 1. The provinces of Ontario, Quebec, New Brunswick, Prince Edward Island, and Nova Scotia have opted to administer firearms licensing, authorizations, and related responsibilities by appointing a provincial CFO. These opt-in provinces receive federal funding through contribution agreements. See ch. 1.3.

5. 2. The provinces and territories of Newfoundland and Labrador, Manitoba, Saskatchewan, Alberta, British Columbia, the Yukon, the Northwest Territories, and Nunavut have opted not to administer the program.

5. 2. 1. The CFOs of these opt-out provinces and territories and their staff are employees of the CFP.

6. Registrar

6. 1. The Registrar is the official appointed to register restricted and prohibited firearms.

6. 1. 1. Section 83(1), *Firearms Act*, requires the Registrar to establish and maintain a registry, to be known as the Canadian Firearms Registry (CFR).

6. 2. The Registrar is responsible for:

6. 2. 1. maintaining registration data, ensuring its quality and availability for use by law enforcement agencies;

6. 2. 2. issuing, refusing to issue, or revoking firearm registration certificates for businesses and individuals;

6. 2. 3. issuing, refusing to issue, or revoking carrier licences;

6. 2. 4. administering the *Public Agents Firearms Regulations*; and

6. 2. 5. maintaining the National Verifiers Network.

7. Firearms Service Delivery

7. 1. General

7. 1. 1. Firearms Service Delivery has two components:

7. 1. 1. 1. Central Processing Site (CPS), and

7. 1. 1. 2. CFR/Registrar of Firearms.

7. 2. Central Processing Site

7. 2. 1. The CPS is located in Miramichi, New Brunswick, and consists of a call centre and processing facilities where *Firearms Act*-related applications are received and processed, and firearms applicants are screened in order to verify their eligibility to possess and use firearms.

7. 2. 2. CPS staff:

7. 2. 2. 1. provide information to clients, process licence and registration certificate applications, produce firearms licence cards, and complete firearm transfers; and

7. 2. 2. 2. perform enhanced screening by contacting licence applicants and their references.

7. 2. 3. A police-only information line is maintained, and RMs respond to calls regarding law enforcement.

7. 3. Canadian Firearms Registry - Registrar of Firearms

7. 3. 1. The Canadian Firearms Registry (CFR) is located at Ottawa RCMP National Headquarters.

7. 3. 2. Under the authority of, and headed by, the Registrar, the CFR manages firearms registration, and maintains the integrity of the associated data that is stored in the Canadian Firearms Information System (CFIS).

7. 3. 3. The CFR supports law enforcement by:

7. 3. 3. 1. producing affidavits in support of prosecution, and off-line searches of the Registry for investigation of firearms crime;

7. 3. 3. 2. revoking registration certificates of persons who pose a threat to public safety, or who have allowed their licences to expire; and

7. 3. 3. 3. providing advice on enforcing firearms prohibition orders.

7. 3. 4. The CFR manages the *Public Agents Firearms Regulations*, which require public agencies, e.g. Canada Border Service Agency and police agencies, to report protected firearms in their possession.

7. 3. 4. 1. The CFR maintains a centralized database of this protected firearm information, ensuring its availability to police as an investigative and intelligence tool.

8. Firearms Investigative and Enforcement Services

8. 1. CFP Firearms Investigative and Enforcement Services (FIES) supports front-line law enforcement in investigating and prosecuting persons involved in the illegal movement and criminal use of firearms.

8. 2. FIES comprises the following groups:

8. 2. 1. National Weapons Enforcement Support Team (NWEST),

8. 2. 2. Canadian National Firearms Tracing Centre (CNFTC),

8. 2. 3. Firearms Operations and Enforcement Support (FOES),

8. 2. 4. Specialized Firearms Support Services (SFSS),

8. 2. 5. Crown Attorney Program (CAP), and

8. 2. 6. Firearms Investigative and Enforcement Policy (FIEP) Unit.

8. 3. Some police officers who work in FIES are RMs, while others are seconded from other municipal, provincial, or federal law enforcement agencies.

9. Firearms Management and Strategic Services

9. 1. Firearms Management and Strategic Services (FMSS) supports the Commissioner of Firearms in reporting to the Minister on the administration of the *Firearms Act*, and in effectively managing the CFP as delegated by the federal Minister, and in accordance with the *Firearms Act* and its associated regulations.

References

Date Modified: 2014-02-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.2. Organization

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 1.3. Contribution Agreements

CFPM - ch. 1.3. Contribution Agreements

New Chapter: 2014-02-07

For information regarding this policy, contact Canadian Firearms Program at [redacted]

1. Policy
2. Definitions
3. General

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1. Policy

1. 1. The Canadian Firearms Program, on behalf of the federal government, manages contribution agreements between the federal government and the provinces that have opted to administer the licensing elements of the Canadian Firearms Program on their own. These provinces are referred to as opt-in provinces.

1. 1. 1. Under these agreements, the opt-in provinces perform licensing and associated services regarding the administration of the *Firearms Act* within their jurisdictions, in accordance with the Service Delivery Model presented in the contribution agreement.

1. 1. 2. On behalf of Canada, the Canadian Firearms Program provides services and functions, and covers associated costs as defined in the contribution agreements.

1. 2. The RCMP also works with Aboriginal and other community organizations to further firearms safety, and these efforts are also funded through contribution agreements.

2. Definitions

2. 1. **Contribution Agreement** means a vehicle through which the opt-in provinces receive funding and certain services and functions from the Government of Canada.

2. 2. **Service Delivery Model (SDM)** means a set of key principles provided by the Government of Canada that serve as a baseline for the development of service delivery standards.

2. 2. 1. The SDM outlines the agreed upon roles and responsibilities of the Canadian Firearms Program and the opt-in provinces.

3. General

3. 1. The contribution agreements outline the terms and conditions under which Canada contributes funding for the administration of the *Firearms Act* for opt-in provinces.

3. 2. The CFP has the responsibility and obligation to provide:

3. 2. 1. centralized services and functions through the Firearms Service Delivery centralized services and functions, and

3. 2. 2. a functional and operational Canadian Firearms Information System (CFIS).

3. 3. The CFP:

3. 3. 1. manages and maintains the technical infrastructure, including network, hardware, and associated software applications, to support the *Firearms Act* and its associated regulations ; and

3. 3. 2. provides a business intelligence infrastructure, which supports reporting and performance analysis throughout the firearms program.

3. 4. The opt-in provinces:

3. 4. 1. through their provincially appointed CFOs, are compensated by Canada for administrative costs incurred related to processing licence applications, authorizations, and the operation of the CFIS; and

3. 4. 2. have the responsibility and obligation to use the CFP Firearms Service Delivery, and to perform services as identified and in accordance with the principles defined in the Service Delivery Model.

> NOTE: The Service Delivery Model helps to ensure provincial consistency in the services provided under the *Firearms Act*;

3. 4. 3. provide to the CFP, on a quarterly basis, the reports specified in the agreement regarding administrative costs and program activity;

3. 4. 4. are responsible to preserve assets acquired with the contribution provided by Canada, and to use them solely for the purposes of administering the *Firearms Act*;

3. 4. 5. must implement and conform to the Treasury Board Policy on Government Security and related operational standards within the facilities that they control, as they relate to the *Firearms Act* services.

3. 5. The parties agree to adopt best practices, where possible, to promote cost savings and economies, while preserving public safety objectives.

References

Date Modified: 2014-02-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.3. Contribution Agreements

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 1.4. Collection and Use of Personal Information

CFPM - ch. 1.4. Collection and Use of Personal Information

Directive Amended: 2015-05-20

For information regarding this policy, contact Canadian Firearms Program at Irrelevant

1. Policy
2. General
3. Managing Canadian Firearms Program Information
4. Processing Information Access Requests

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1. Policy

1. 1. The Canadian Firearms Program collects, uses, and safeguards information gathered to administer the Program, in accordance with the requirements of the *Access to Information Act* and the *Privacy Act*.

1. 2. As a federal program, Canadian Firearms Program information falls under the information banks which are described in the Treasury Board of Canada *Info Source*. See RCMP PPU 100 (Canadian Firearms Program) and RCMP PPU 037 (Canadian Firearms Information Systems).

1. 3. The Canadian Firearms Program must adhere to the directives outlined in AM ch. III.11. regarding information access and disclosure.

2. General

2. 1. The *Access to Information Act* allows Canadian citizens, permanent residents, any person residing in Canada, and any corporation that is present in Canada, the right to access information under the control of the Government of Canada.

2. 1. 1. This right of access is in accordance with the principles that:

2. 1. 1. 1. government information should be available to the public,

2. 1. 1. 2. necessary exemptions to the right of access should be limited, and

2. 1. 1. 3. decisions on the disclosure of government information be reviewed independently of government.

2. 2. The *Privacy Act* provides citizens and permanent residents of Canada with the right to access their personal information held by the Government of Canada, and provides for protection of that information against unauthorized use and disclosure.

2. 3. The RCMP Access to Information and Privacy (ATIP) Branch is responsible for receiving and responding to all formal (written) requests for information under the *Access to Information Act* or the *Privacy Act*.

3. Managing Canadian Firearms Program Information

3. 1. The Canadian Firearms Program (CFP) records and manages information associated with individual and business licensing and firearms registration in the Canadian Firearms Information System (CFIS).

3. 1. 1. The Canadian Firearms Registry Online (CFRO) is a subset of CFIS made available to law enforcement partners.

3. 1. 1. 1. Law enforcement officers who access information through CFRO are not able to view portions of CFP-collected applicant information, e.g. reference names, medical information.

3. 1. 1. 2. Direct access to CFP data sources through CFP systems, e.g. CFIS or the Cognos (In-sites) Reporting Tool, is strictly limited to employees of the CFP. External entities of the CFP can access a subset of information retained by the CFP through the CFRO.

3. 1. 2. In opt-in provinces, where firearms licensing is administered by a provincially appointed Chief Firearms Officer (CFO), there may be additional information held by the CFO for the province.

3. 1. 2. 1. This information is also subject to provincial access and privacy legislation.

3. 2. Information gathered in relation to licences, authorizations, and registrations is used to determine eligibility, or for a use consistent with that purpose, in accordance with Sec. 8(2), *Privacy Act*.

3. 3. CFP employees must exercise information management practices as outlined in AM ch. III.11.

3. 3. 1. When applying the information management practices, CFP employees are responsible to limit and vet information obtained from operational police files only as it relates to the Firearms Interest Police (FIP) incident category, in order to respect guidelines in the performance of their duties, and to document their activities and decisions.

4. Processing Information Access Requests

4. 1. The CFP has a designated ATIP contact, who liaises with the RCMP ATIP Coordinator.

4. 1. 1. Requests for access to CFP records and information must be forwarded to this contact at cfp-atip@rcmp-grc.gc.ca.

References

Date Modified: 2015-05-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.4. Collection and Use of Personal Information

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 1.5. Reference Hearings

CFPM - ch. 1.5. Reference Hearings

New Chapter: 2014-02-07

For information regarding this policy, contact Canadian Firearms Program at [redacted]

1. Policy
2. Definitions
3. General
4. Disclosure of Information
5. Decisions

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1. Policy

1. 1. Under sec. 74, *Firearms Act*, any applicant for, or holder of, a licence, registration certificate, authorization, or approval who is dissatisfied with decisions made by the Canadian Firearms Program in those matters, may choose to refer the decision to a Provincial Court Judge for review.

1. 2. The decision must be referred to a Provincial Court Judge within 30 days of the day the person receives the notice of decision of the Chief Firearms Officer, the Registrar, or provincial minister.

EXCEPTION: The Judge can give the applicant additional time under certain circumstances.

2. Definitions

2. 1. **Reference hearing** means a review performed by a judge, on behalf of a firearms client, of a decision made by the Canadian Firearms Program (CFP).

3. General

3. 1. The Reference Hearing is not an appeal. The decision made by the CFP is referred to a judge, who hears the details and renders a decision.

3. 2. The *Firearms Act* places the responsibility for initiating a reference hearing on the person affected by the decision, i.e., the applicant or licence holder.

3. 3. When a reference hearing is set, a notification will be sent to either the CFP or a federal Crown attorney. In either case, the CFP works in consultation with Crown Counsel during the entire process.

3. 4. The CFP:

3. 4. 1. immediately notifies RCMP legal counsel assigned to the CFP,

3. 4. 2. forwards RCMP legal counsel a copy of the notice of reference hearing, and

3. 4. 3. keeps RCMP legal counsel updated of any developments regarding the hearing.

3. 5. RCMP legal counsel will:

3. 5. 1. assist in coordinating the response to the notice of hearing,

3. 5. 2. assist in liaising with Crown Counsel, and

3. 5. 3. provide other legal advice as required.

3. 6. Reference hearings are not initiated by the CFP.

4. Disclosure of Information

4. 1. The CFP will immediately disclose to Crown Counsel all information pertaining to the decision being referred, including, but not limited to:

4. 1. 1. a copy of the original application scanned into CFIS;

4. 1. 2. a copy of the *Notice of Refusal* or *Notice of Revocation*;

4. 1. 3. all police documents obtained during the investigation, e.g. Report to Crown Counsel, Prosecutor's Information Sheet, statements, criminal record, release documents;

4. 1. 4. all court documents obtained during the investigation, e.g. information, transcript, bail order, firearms prohibition order; and

4. 1. 5. interview notes and/or statements from:

4. 1. 5. 1. references and other persons; or

4. 1. 5. 2. the client.

4. 2. Pursuant to sec. 72(3), *Firearms Act*, the CFP may decide not to disclose certain information if, in their opinion, that information could endanger the safety of any person.

4. 3. The role of the CFP is solely to present their decision to the court.

5. Decisions

5. 1. Under sec. 75(3), *Firearms Act*, the burden of proof rests with the applicant or holder, that the decision by the CFP was not justified.

5. 2. The provincial/territorial Court Judge may render one of the following decisions:

5. 2. 1. confirm the decision to refuse or revoke;

5. 2. 2. overturn the decision to refuse, and order the CFP to issue the licence, authorization, or approval; or

5. 2. 3. cancel the decision to revoke, returning the licence, authorization, or approval to valid.

5. 3. The decision of the provincial/territorial Court Judge may be rendered orally, or in writing.

5. 4. To determine whether any further action is required, The CFP will immediately inform RCMP legal counsel of the decision of the court, including a summary of the proceedings, and the reasons given by the Judge for the decision.

5. 5. RCMP legal counsel and Crown Counsel are responsible for reviewing the decision of the court, and for providing direction to the CFP regarding any further legal action.

References

Date Modified: 2014-02-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.5. Reference Hearings

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CFPM - ch. 1.6. Unit Level Quality Assurance

New Chapter: 2014-02-07

For information regarding this policy, contact Canadian Firearms Program at [redacted]

1. Policy
2. Definitions
3. Process

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1. Policy

1. 1. In accordance with policy outlined in AM I.7., the Canadian Firearms Program will have an effective, risk-based quality-assurance review system.

1. 1. 1. The Canadian Firearms Program will abide by the requirement to perform three Unit Level Quality Assurance reviews every fiscal year on activities identified through the risk assessment.

2. Definitions

2. 1. **Unit Level Quality Assurance** (ULQA) means a documented risk-based assessment of internal control designed to assess compliance with operational, financial, administrative, and program responsibilities, focusing on high-risk activities, and supporting accountability.

3. Process

3. 1. For RCMP ULQA guidelines, see ULQA Quality Assurance Handbook and Electronic Forms.

References

Date Modified: 2014-02-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 1.6. Unit Level Quality Assurance

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.1. Licence Requirements in Canada

Directive Amended: 2014-09-15

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. Policy
2. General

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1. Policy

1. 1. Under the *Firearms Act*, all individuals and businesses must have a licence to possess and acquire firearms.

1. 2. A licence must be kept current for as long as a person possesses firearms.

1. 3. It is the responsibility of the Chief Firearms Officer to ensure that any individual or business applying to obtain a firearms licence meets all eligibility criteria as outlined in the *Firearms Act*.

1. 4. Decisions made by Chief Firearms Officers regarding the approval, refusal, and revocation of firearms licences apply everywhere in Canada.

1. 5. Licences are issued to named individuals and businesses, and are not transferable.

2. General

2. 1. According to the *Firearms Act*, a person is not eligible to hold a licence if it is desirable, in the interests of public safety, that the person not possess a firearm, cross-bow, prohibited weapon, restricted weapon, prohibited device, ammunition, or prohibited ammunition.

2. 2. An applicant for a firearms licence must meet the eligibility criteria under the *Firearms Act*.

2. 3. Individuals who wish to possess firearms must have a valid Possession and Acquisition Licence (PAL) or Possession Only Licence (POL). Either of these licences allows the licensee to purchase ammunition.

2. 4. Individuals who wish to acquire firearms must have a valid PAL.

NOTE: The PAL is issued through the Canadian Firearms Program (CFP).

2. 4. 1. To be eligible to receive a PAL, an individual must have:

2. 4. 1. 1. completed the Canadian Firearms Safety Course (CFSC) and passed the test,

2. 4. 1. 2. successfully challenged and passed the test, or

2. 4. 1. 3. obtained an alternative safety course certification approved by the Chief Firearms Officer of the province.

2. 5. Individuals who wish to acquire restricted firearms must:

2. 5. 1. take the CFSC and the Canadian Restricted Firearms Safety Course (CRFSC) and pass the tests, or

2. 5. 2. challenge and pass the tests without taking either course.

2. 6. Once the individual has passed the safety training, he/she may apply for a PAL by completing form CAFC 921 and submitting it to the CFP.

2. 7. When the application is received by the CFP:

2. 7. 1. background checks and investigations are performed,

2. 7. 2. all applicants are screened, and

2. 7. 3. a mandatory 28-day waiting period is imposed on first-time applicants.

2. 8. The holder of a valid firearms licence must inform the CFP of any address or name change within 30 days.

2. 9. Businesses that wish to possess, repair, or sell firearms or ammunition must have a valid Business Licence and the appropriate privileges.

2. 9. 1. Every individual who is in a prescribed relationship to that business must be eligible to hold a licence, unless the CFO determines that it is not required.

2. 9. 2. Every individual who is in a prescribed relationship to that business and handles firearms must hold a valid firearms licence.

References

Date Modified: 2014-09-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.1. License Requirements in Canada

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 2.2. Types of Licences

CFPM - ch. 2.2. Types of Licences

Directive Amended: 2014-09-15

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. General

1. General

1. 1. The types of licences are as follows:

1. 1. 1. The **Possession Only Licence (POL)**:

1. 1. 1. 1. allows an individual to possess firearms, including borrowed firearms, of any class his/her licence allows;

1. 1. 1. 2. does not allow for the acquisition of more firearms; and

1. 1. 1. 3. is valid for five years.

1. 1. 2. The **Possession and Acquisition Licence (PAL)**:

1. 1. 2. 1. is the only licence available to new applicants aged 18 and older,

1. 1. 2. 2. allows an individual to possess and acquire firearms of any class his/her licence allows, and

1. 1. 2. 3. is valid for 5 years.

1. 1. 3. A **Minor's Licence**:

1. 1. 3. 1. is available to individuals between the ages of 12 and 17, although exceptions can be made for those younger than 12 should they need to hunt for sustenance. See ch. 2.3.; and

> NOTE: Once the individual turns 18, he/she is no longer eligible for the Minor's Licence and must apply for a PAL.

1. 1. 3. 2. allows an individual to use a non-restricted firearm for an approved purpose, such as hunting or target shooting.

1. 1. 4. A **Non-Resident Firearms Declaration**:

1. 1. 4. 1. once confirmed by a Canada Border Services Agency (CBSA) customs officer, acts as a temporary licence;

1. 1. 4. 2. is available to non-residents who wish to bring non-restricted or restricted firearms into Canada; and

1. 1 .4 .3. is valid for 60 days.

1. 1. 5. A **Temporary Firearms Borrowing Licence**:

1. 1. 5. 1. once confirmed by a Chief Firearms Officer (CFO), acts as a temporary licence which permits an individual to borrow non-restricted firearms for certain specific purposes.

1. 1. 6. A **Firearms Business Licence**:

1. 1. 6. 1. allows businesses, museums, or other organizations to possess, manufacture, or sell firearms, restricted or prohibited weapons, prohibited devices, or prohibited ammunition.

1. 1. 6. 1. 1. A business licence is also required to manufacture or sell ammunition.

1. 1. 6. 1. 2. A separate business licence is required for each location where the business operates.

1. 1. 6. 1. 3. Businesses other than carriers must apply to the CFO with responsibility for the province or territory where their place of business is located.

1. 1. 7. A **Carrier Licence**:

1. 1. 7. 1. allows a person who operates a transportation business to transport firearms, prohibited weapons, restricted weapons, prohibited devices, or prohibited ammunition.

1. 1. 7. 1. 1. Carrier licences fall under the jurisdiction of the Registrar of Firearms.

1. 1. 7. 1. 2. Carriers must follow the business application process, and, in respect of a carrier, the reference to a CFO is deemed a reference to the Registrar according to sec. 2, *Firearms Act*.

References

Date Modified: 2014-09-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.2. Types of Licenses

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 2.3. Special Cases and Adaptations

CFPM - ch. 2.3. Special Cases and Adaptations

Directive Amended: 2014-09-15

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. General
2. Sustenance Hunting
3. Aboriginal Adaptations

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1. General

1. 1. Under the *Firearms Act* (the Act), special cases and adaptations allow for exceptions to the firearms licensing requirements in specific circumstances.

2. Sustenance Hunting

2. 1. A Sustenance Hunter means an individual who hunts as a primary means of providing food or earning income to sustain themself or his/her family.

2. 2. Under the Act, a Sustenance Hunter:

2. 2. 1. is eligible for a licence prior to attaining the age of 18, and may be permitted to hold a licence without completing the Canadian Firearms Safety Course (CFSC);

> NOTE: In specific situations, it may be possible for an individual under the age of 12 to obtain a firearms licence if his/her Chief Firearms Officer (CFO) determines that he/she needs to hunt or trap to sustain themself or his/her family.

2. 2. 2. may request to have a prohibition order (made under sec. 113, *Criminal Code*) amended to permit the use of a firearm for sustenance purposes; and

2. 2. 3. is not required to pay fees for a firearms licence for non-restricted firearms.

3. Aboriginal Adaptations

3. 1. General

3. 1. 1. Some provisions of the *Firearms Act* and of the *Firearms Licences Regulations* have been adapted for Aboriginal people who meet all three of the following criteria:

3. 1. 1. 1. they are a member of one of the Aboriginal Peoples of Canada (Indian, Inuit, or Métis), or are a beneficiary under a treaty referred to in Part II, sec. 35, *Constitution Act, 1867 to 1982*;

3. 1. 1. 2. they are a member of an Aboriginal community; and

3. 1. 1. 3. they engage in the traditional hunting practices of their community.

3. 1. 2. Adaptations to the Act and the *Firearms Licences Regulations* provide for an Aboriginal individual to be eligible to hold a firearms licence if, on the commencement day, they had continuous possession of a non-restricted firearm in order to engage in traditional hunting practices.

3. 1. 3. Subsection 8.(3), *Firearms Act*, has been adapted to permit an Aboriginal individual who is less than 12 years old, to hold a licence allowing the possession of a firearm in order to engage in the traditional hunting practices of his/her Aboriginal community.

3. 2. Statements

3. 2. 1. Adaptations to the *Firearms Licences Regulations* allow a statement to be made by an Aboriginal applicant:

3. 2. 1. 1. orally, if the applicant or person is unable to make a written statement, in which case the oral statement will be transcribed by a person acting on behalf of the applicant or person; and

3. 2. 1. 2. by means of an interpreter, if the applicant or person is unable to communicate in English or French.

3. 3. Safety Training

3. 3. 1. A CFO may alternatively certify an Aboriginal individual over the age of 18 if:

3. 3. 1. 1. the individual is an elder; or,

3. 3. 1. 2. the CFO has received a recommendation from an elder or a community leader, indicating that the individual has the required knowledge to be certified under the Act, and that the CFSC is not available to the individual in a reasonable amount of time, at a reasonable cost, or without causing undue hardship to the individual.

3. 3. 2. A CFO may alternatively certify an Aboriginal individual under the age of 18 if the CFO has received a recommendation indicating that the individual has the required knowledge to be certified under the Act from:

3. 3. 2. 1. an elder;

3. 3. 2. 2. a community leader; or

3. 3. 2. 3. a person at least 18 years of age who has passed the CFSC, or been alternatively certified by the CFO, and has personal knowledge of the individual within the six-month period preceding the application for a licence.

3. 4. Refusal of a Licence Application

3. 4. 1. An Aboriginal applicant may submit recommendations from an elder or community leader regarding the importance to the applicant of engaging in traditional hunting practices for the CFO's consideration, in deciding on the approval or refusal of a firearms licence.

NOTE: Section 21, *Firearms Act*, has been adapted to reflect that the word "transfer" does not include the provision of ammunition by Her Majesty in Right of Canada or a province, in the fulfillment of a treaty obligation.

3. 5. Processing Applications

3. 5. 1. Upon receipt of a firearms licence application indicating that the individual is applying under the *Aboriginal Peoples of Canada Adaptations Regulations (Firearms)* and that the individual hunts and/or traps to sustain his/her family, or an application relating to Sustenance Hunting, the CFO/delegate will assess the application to determine if the criteria have been met.

3. 5. 1. 1. This process may involve a face-to-face or telephone interview conducted in accordance with the sample questions provided in the Standard Operating Guidelines.

References

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.3. Special Cases and Adaptations

Policy Rescinded: 2021-02-15

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 2.4. Firearms Safety Training

CFPM - ch. 2.4. Firearms Safety Training

New Chapter: 2015-12-14

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. Policy
2. General
3. Minors Category
4. Alternative Certification
5. Accommodation for Applicants with a Disability

1. Policy

1. 1. The Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course were developed to meet the mandatory requirements of Sec. 7 of the *Firearms Act*, and are the only current firearms safety courses recognized by the Canadian Firearms Program for the issuing of a firearms licence to an individual in Canada.

1. 1. 1. The Canadian Firearms Program will accept, as safety course training, a test that the attorney general of the province in which the test was administered had approved, during the period between January 1, 1993, and December 31, 1994, for the purposes of the former Sec. 106 of the *Criminal Code of Canada*, which governed firearms issues before the *Fireams Act*.

1. 2. The Canadian Firearms Program is responsible for the development, management, and maintenance of the contents and standards of the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course.

1. 2. 1. The course material and the tests are available in English and French, and individuals must pass the tests in one of the official languages.

2. General

2. 1. To be eligible to hold a non-restricted firearms licence, individuals must pass the Canadian Firearms Safety Course (CFSC).

2. 1. 1. To be eligible to hold a restricted firearms licence, individuals must pass the CFSC and the Canadian Restricted Firearms Safety Course (CRFSC).

2. 2. An individual who was the subject of a Prohibition Order must re-take and pass the CFSC/CRFSC.

2. 3. The Chief Firearms Officer (CFO) of each province/territory is responsible to engage qualified service providers and to designate instructors to deliver the safety courses in his/her jurisdiction.

3. Minors Category

3. 1. Minors age 12 and over are permitted to take the CFSC with the consent of their parent or legal guardian.

> NOTE: In rare situations, it is possible for an individual under the age of 12 to possess a firearm, either as a sustenance hunter, or under the Aboriginal Adaptations. See ch. 2.3. Should an individual qualify under either exception, he/she may be permitted to take the CFSC with the consent of his/her parent or legal guardian.

3. 2. Minors age 12 and over are permitted to take the CRFSC with the consent of their parent or legal guardian, provided they have successfully passed the CFSC.

3. 2. 1. A minor is not eligible for a Possession and Acquisition Licence (PAL) with restricted privileges. A minor who takes the CRFSC may take the written or practical exam at the discretion of the instructor, for educational purposes only. When a minor turns 18, he/she must re-take the CRFSC and pass the tests.

3. 3. A minor who qualifies for a licence as a sustenance hunter is not required to take the course and pass the tests. See ch. 2.2., sec. 1.1.3.

4. Alternative Certification

4. 1. The *Firearms Act* provides CFOs with the authority to alternatively certify individuals in the safe handling of firearms.

4. 1. 1. Alternative certification is available only in the province where the individual normally resides. Once issued, alternative certification is valid in any province or territory of Canada.

4. 2. A CFO may grant alternative safety training certification to an individual who has continuously owned a firearm since January 1, 1979, and who, in the opinion of the CFO, has knowledge of the safe use of firearms and significant experience handling firearms.

4. 2. 1. To determine that an individual has continuously owned a non-restricted firearm, the CFO will accept, as a declaration, the signed Form CAFC 895 - Application for Alternative Safety Training Certification in Respect to Non-Restricted Firearms.

4. 2. 2. To determine that an individual has continuously owned a restricted firearm, the CFO will accept, as a declaration, the signed Form CAFC 896 - Application for Alternative Safety Training Certification in Respect to Restricted Firearms.

4. 2. 3. The CFO will conduct a written and practical test to determine that an individual has knowledge of the safe use of firearms and significant experience handling firearms.

4. 2. 3. 1. The CFO will base the written and practical tests on the CFSC/CRFSC tests and will conduct separate tests for non-restricted and restricted alternative certification.

4. 2. 4. Non-residents will not be alternatively certified and must complete the CFSC and/or the CRFSC and pass the tests.

4. 2. 5. An individual who has been the subject of a Firearms Prohibition Order cannot be alternatively certified and must complete the CFSC and/or the CRFSC and pass the tests.

4. 3. Only the CFO/delegate will administer alternative certification testing.

4. 3. 1. The testing will be administered in person, or if not possible due to undue cost or hardship being incurred by the individual or the CFO, the testing may be conducted through telephone, fax, Internet, email, or any other method deemed appropriate by the CFO.

4. 4. If the individual successfully passes the tests, the CFO will deem the individual to be alternatively certified.

4. 5. If the individual fails to pass the tests, the CFO will request that the individual take the CFSC/CRFSC as applicable. The CFO may also permit the individual to re-take the alternative safety training certification tests, where appropriate.

4. 6. A CFO may also grant alternate certification as outlined in the *Aboriginal Peoples of Canada Adaptations Regulations (Firearms)*. See ch. 2.3., sec. 3.3.

5. Accommodation for Applicants with a Disability

5. 1. The CFO will accommodate, within reason, disabled individuals who apply to take the CFSC and CRFSC.

5. 1. 1. Individuals must advise the instructor that they have a disability and require accommodation before taking the CFSC/CRFSC

5. 2. Individuals will be assessed on a case-by-case basis to determine if they are able to possess and operate a firearm in a safe manner.

References

Date Modified: 2015-12-14

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.4. Firearms Safety Training

Policy Rescinded: 2021-02-12

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CFPM - ch. 2.5. CFSC/CRFSC Instructor Designation and Standards

New Chapter: 2015-12-14

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. Policy
2. General
3. Master Instructor Designation
4. Maintaining Designation and Re-Designation
5. Instructor Responsibilities and Conduct
6. Instructional Standards
7. Language of Instruction
8. Course Material
9. Training Kit
10. Fees/Costs
11. Reporting and Records
12. Liability

1. Policy

1. 1. The Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course were developed to meet the mandatory requirements of Sec. 7 of the *Firearms Act*, and are the only current firearms safety courses recognized by the Canadian Firearms Program for the issuing of a firearms licence to an individual in Canada.

1. 2. The Canadian Firearms Program is responsible for the development, management, and maintenance of the contents and standards of the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course.

1. 3. Individuals applying to be a Master or Individual Instructor may apply to the Chief Firearms Officer of their province, or to the designated Delivery Agent in provinces that have one.

1. 4. The Chief Firearms Officer is responsible for designating and/or removing the designation for Master Instructors and Individual Instructors.

2. General

2. 1. An individual who wishes to apply to be designated as an Instructor must meet the following criteria:

2. 1. 1. he/she must have held a valid Possession and Acquisition Licence (PAL) for a minimum of three years, with the appropriate privileges for the course being taught;

2. 1. 2. he/she must have an acceptable level of experience in the use and handling of firearms (as determined by the Chief Firearms Officer (CFO) or authorized course Delivery Agent); and

2. 1. 3. he/she must produce a Vulnerable Sector and Criminal Records check before designation.

2. 2. The individual must submit a resume to the CFO of the province in which he/she wishes to teach.

2. 2. 1. Once designated, the individual is only eligible to teach in that province.

2. 2. 2. Should the individual wish to teach in another province, he/she will need to apply to the CFO of that province.

2. 3. Instructors will be engaged at the discretion of the CFO and only when there is a need for additional instructors.

3. Master Instructor Designation

3. 1. An individual who wants to be a Master Instructor must be a designated Instructor and must have been teaching the Canadian Firearms Safety Course (CFSC)/Canadian Restricted Firearms Safety Course (CRFSC) for a minimum of three years.

3. 2. The individual must apply to the CFO of the province in which he/she wishes to teach.

3. 2. 1. Once designated as a Master Instructor, he/she is only eligible to teach in that province.

3. 3. Master Instructors are designated by the CFO and are responsible for training Individual Instructors.

3. 4. An individual who applies to be a Master Instructor must be proficient in the use and handling of firearms, as determined by the CFO or authorized course Delivery Agent.

3. 5. Master Instructors will be engaged at the discretion of the CFO and only when there is a need for additional instructors.

4. Maintaining Designation and Re-Designation

4. 1. In order for an Instructor to maintain his/her designation, a minimum of two courses must be given within the first year of designation and a minimum of one course must be given every year after that.

4. 1. 1. Failure to meet the minimum number of yearly courses given may result in removal of designation.

4. 2. Instructors and Master Instructors must be re-designated every five years.

4. 3. In order for an Instructor or a Master Instructor to be re-designated, he/she must sign or re-sign the *CFSC/CRFSC Instructor Requirements & Conduct* document, as well as the *CFSC/CRFSC Course Standards* document.

4. 3. 1. Before re-designation, and at the discretion of the CFO or Delivery Agent, the Instructor or Master Instructor may be required to re-take the course for instructors and/or conduct a mock class for the CFO or Delivery Agent.

4. 3. 2. Before re-designation, an Instructor or Master Instructor will provide an updated Vulnerable Sector Check and a Criminal Records check.

4. 4. A confirmed Firearms Interest Police (FIP) event against an Instructor will result in his/her immediate suspension and may result in his/her designation being revoked.

5. Instructor Responsibilities and Conduct

5. 1. Instructors will sign and return both the *CFSC/CRFSC Instructor Requirements & Conduct* document and the *CFSC/CRFSC Course Standards* document.

5. 1. 1. Failure to abide by the terms and conditions may result in suspension of the Instructor's designation, as determined by the CFO or the Delivery Agent.

6. Instructional Standards

6. 1. The minimum required time for the classroom portion of the CFSC is eight hours. This time frame does not include breaks or the exam.

6. 2. The minimum required time for the CRFSC is six hours, or four hours if taught in conjunction with the CFSC. This time frame does not include breaks or the exams.

6. 2. 1. "Mini-courses" or courses that are less than the minimum required time are not permitted. Instructors teaching the course in less than the minimum required time will be suspended, and students will be required to re-do the course.

6. 2. 2. The maximum allowed interval between the CFSC and the CRFSC is seven calendar days.

6. 2. 2. 1. After seven calendar days, the required instruction time for the CRFSC is the full six hours.

6. 2. 3. In order to be eligible to take the CRFSC, students must first pass the CFSC.

6. 3. Class size must be limited to 12 students at one time. If the class exceeds 12 students, a second designated Instructor must be present.

6. 4. Instructors will check the identification of the student before the written or practical examination.

6. 5. If a student fails either the written or practical exam, he/she may re-take it after a minimum of one day has passed.

NOTE: If more than seven days have passed, he/she must re-take the entire course.

6. 5. 1. If a student fails the re-test, the entire course must be re-taken.

6. 5. 2. The passing mark for both the written and practical exam is 80 per cent.

6. 6. No instruction will be given and no examination will be conducted if the Instructor has reason to believe that the individual being instructed or being given a firearms course examination is under the influence of alcohol or drugs.

6. 6. 1. Open alcohol and/or illegal narcotics may not be present in any room where firearm instruction is being given or where a firearms course examination is being administered.

6. 6. 2. Instructors will comply with all federal, provincial, territorial, and municipal non-smoking legislation while giving the CFSC or CRFSC or while conducting written or practical exams.

6. 6. 3. Instructors will not be under the influence of alcohol or drugs while giving the CFSC or CRFSC or while conducting written or practical exams. An Instructor found to be under the influence of either substance will immediately have his/her designation revoked.

7. Language of Instruction

7. 1. The CFSC and CRFSC must be taught in either English or French.

7. 1. 1. If the Instructor is fluent in a language other than English or French, instruction can be provided in that language. However, the written and practical examinations must be given in either English or French. Translators or interpreters are not permitted.

EXCEPTION: If a student is hearing-impaired.

8. Course Material

8. 1. The Canadian Firearms Program (CFP) will provide the following materials:

8. 1. 1. the Course Report forms (CAFC 332);

8. 1. 2. class record sheets; and

8. 1. 3. a compact disc, DVD, or USB drive containing the Student Manual, Instructor Manual, exams and correction templates, and PowerPoint presentation.

8. 2. All students must have a copy of the CFSC and/or CRFSC Student Manual at the beginning of the course.

8. 2. 1. The Student Manual will not be sold for profit.

8. 2. 2. A PDF of the Student Manual is available free of charge on the Government of Canada Publications website.

8. 2. 3. Instructors are required to use the supplied manual and are not permitted to teach material that differs from what is found in the course manuals.

8. 3. Instructors are not permitted to use the RCMP's corporate signature, symbols, or images to endorse a product or service.

9. Training Kit

9. 1. Instructors will supply their own equipment (disabled firearms, locks, dummy ammunition, laptop, screen, projector, student manuals, exams, and anything needed to provide the course). Equipment may also be provided by the CFO or Delivery Agent.

9. 2. Instructors must provide a minimum of one firearm of each type and action for use when teaching the CFSC. The types and actions required are:

9. 2. 1. a hinge- (or break) action shotgun,

9. 2. 2. a pump-action shotgun,

9. 2. 3. a bolt-action rifle,

9. 2. 4. a lever-action rifle, and

9. 2. 5. a semi-automatic rifle.

9. 3. Instructors must provide a minimum of one firearm of each type and action for use when teaching the CRFSC. The types and actions required are:

9. 3. 1. a revolver, and

9. 3. 2. a semi-automatic handgun.

9. 4. All firearms must be disabled according to the *CFSC/CRFSC Disabled Firearms Standards*, and all ammunition must be dummy ammunition.

9. 4. 1. Any Instructor who brings a live firearm or live ammunition into a class will automatically have his/her designation revoked.

9. 5. Instructors must have cable locks and trigger locks for all types of firearms used while teaching the CFSC/CRFSC.

9. 6. Instructors are responsible for any costs associated with obtaining and disabling firearms for use in the CFSC or CRFSC, unless they have been provided by the CFO or Delivery Agent.

9. 6. 1. Prohibited firearms may not be used for instruction.

9. 6. 2. Firearms must be stored and transported in accordance with the *Storage, Display, Transportation, and Handling of Firearms by Individuals Regulations*.

9. 6. 3. Instructors are required to have a valid Authorization to Transport for all restricted firearms used in the CRFSC.

10. Fees/Costs

10. 1. The CFO of each jurisdiction is responsible for:

10. 1. 1. setting the maximum cost for the delivery of the CFSC and CRFSC, and

10. 1. 2. setting the maximum cost charged by Master Instructors.

11. Reporting and Records

11. 1. Accurate records of students, examinations, revenues, and expenses must be kept for each course.

11. 1. 1. These records must be retained for a minimum of five years and must be made available for audit purposes upon request by the CFO.

11. 1. 1. 1. All records are considered protected documents and must be thoroughly destroyed in a secure manner at the end of the retention period.

11. 1. 2. An Instructor who wishes to destroy records before five years must obtain permission from the CFO.

11. 2. Personal information collected for the administration of a course or examination may not be shared with anyone that does not have a lawful reason to have access to it.

11. 3. Form CAFC 332 must be completed and signed by the Instructor at the end of each course. All fields must be completed and all four copies must be legible.

11. 4. Form CAFC 332 must be completed for each student and submitted as outlined in the form, whether or not he/she completed the course successfully.

11. 5. The Instructor will not record false or knowingly inaccurate information on Form CAFC 332. Doing so will result in his/her immediate suspension.

11. 6. All financial records must be kept for six years according to Canada Revenue Agency's requirements.

12. Liability

12. 1. Instructors are responsible for any damages caused by their conduct in carrying out the course.

References

Date Modified: 2015-12-14

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CFPM - ch. 2.5. CFSC/CRFSC Instructor Designation and Standards

Policy Rescinded: 2021-02-12

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > CFPM - ch. 2.6. Individual Licences

CFPM - ch. 2.6. Individual Licences

Moved from CFPM ch. 2.5.: 2015-12-14

For information regarding this policy, contact Canadian Firearms Program at Irrelevant Irrelevant

1. Policy
2. General
3. Chief Firearms Officer Investigations
4. Access to PROS Records by Firearms Officers
5. Requesting Medical Information

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1. Policy

1. 1. Under Sec. 5.(1), *Firearms Act*, a person is not eligible to hold a firearms licence if it is desirable, in the interests of the safety of that or any other person, that the person not possess a firearm, a cross-bow, a prohibited weapon, a restricted weapon, a prohibited device, ammunition, or prohibited ammunition.

1. 2. When evaluating an individual's eligibility to hold a licence, a Chief Firearms Officer must consider whether the criteria outlined in Sec. 5.(2), *Firearms Act*, apply to the individual, or have applied to the individual within the previous five years.

1. 3. When determining whether or not there may be a risk to public safety, a Chief Firearms Officer must not confine the decision to the criteria outlined in Sec. 5.(2), *Firearms Act*. A Chief Firearms Officer must consider the criteria in combination with all other factors investigated as part of the screening process for eligibility.

1. 4. A Chief Firearms Officer will render a decision to issue, refuse, or revoke a firearms licence based on the full evaluation of the individual's eligibility.

1. 4. 1. Licences may be refused or revoked based on the results of Chief Firearms Officer investigations regarding eligibility under the *Firearms Act*, including, but not restricted to, CPIC Firearms Interest Police events, court documents, outstanding warrants, or for any good and sufficient reason as determined by the Chief Firearms Officer.

2. General

2. 1. In accordance with Sec. 55., *Firearms Act*, a Chief Firearms Officer (CFO) can interview anyone he/she believes may provide information pertaining to the applicant's eligibility to hold a licence.

2. 2. Section 70., *Firearms Act*, provides the CFO discretion in deciding to revoke a licence for any good and sufficient reason.

2. 3. Eligibility failures within a firearms licence application process are treated in the same manner as public safety issues/concerns within the continuous eligibility process.

2. 4. The following eligibility requirements apply to every applicant or licence holder, whether the applicant is an individual, a resident, a non-resident, a minor, or a business:

2. 4. 1. Public safety must be maintained. No applicant is eligible to hold a licence if public safety would be jeopardized by issuing a licence to such an applicant.

2. 4. 2. The applicant is not the subject of a prohibition order.

2. 5. Section 6.(1), *Firearms Act*, states that a person is eligible to hold a licence only if:

2. 5. 1. the person is not prohibited from possessing any firearms, cross-bow, prohibited weapon, restricted weapon, prohibited device, or prohibited ammunition by a prohibition order; or

2. 5. 2. the person is subject to any order made under Sec. 113., *Criminal Code*.

2. 6. When a licence application fails eligibility checks and ends up in a CFO's work queue, the Firearms Officer (FO) or Firearms Agent (FA) will review the eligibility failure and begin the investigation into why the applicant failed.

NOTE: The investigation can be simple or more involved, and will be done on a case-by-case basis.

3. Chief Firearms Officer Investigations

3. 1. When the CFO office receives an applicant's failed application in their work queue, an employee designated by the CFO will review the application and forward it to the appropriate FO/FA.

3. 1. 1. The FO/FA will investigate the applicant's eligibility to hold a firearms licence, as necessary.

3. 2. When a CPIC Firearms Interest Police (FIP) event is reported against a licence holder, an employee designated by the CFO will review the information to determine the relevance under Sec. 5., *Firearms Act*, and forward the information to a FO. The FO will investigate the client's continued eligibility to hold a firearms licence, as necessary.

3. 3. Once the investigation has been completed, the CFO will approve, refuse, or revoke the firearms licence based on the evaluation of the individual's eligibility.

4. Access to PROS Records by Firearms Officers

4. 1. Federal CFOs and delegated employees have access to RCMP Operational Records Management Systems (ORMS) in order to better investigate a client's eligibility.

4. 1. 1. All users granted access to PROS (or PRIME) must first read and sign the Acceptable User Practices for RCMP Information Technology. See IM App. III-1-2.

4. 2. The CFO/delegate must only access the occurrence associated to the FIP entry or to its investigation when querying ORMS.

4. 3. If additional information surfaces, disclosure must be made by following the established procedures.

4. 4. All queries undertaken using a surname, address, or any other search entry besides the operational occurrence number related to the FIP will be considered a breach of access, and may result in the suspension of access, a review of the individual's security clearance, and/or disciplinary actions.

4. 5. Firearms Officers using PROS are not authorized to use CPIC and Police Information Portal (PIP) functionalities available through ORMS.

4. 6. Any query undertaken using CPIC/PIP through PROS, will be considered a breach of access, and may result in the suspension of access, a review of the individual's security clearance, and/or disciplinary actions.

4. 7. All information obtained from ORMS will be vetted in accordance with IM App. IV-3-1 and will be recorded in the Canadian Firearms Information System (CFIS). All information will be collected and retained in accordance with the *Firearms Records Regulations*.

4. 8. The CFO/delegate will document, in the PROS operation occurrence, that disclosure has been completed.

4. 9. Provincial CFOs and their employees do not have direct access to RCMP ORMS. They must complete Disclosures to Firearms Officers, Form 3825, and submit it to the RCMP CFP Police Support Line, located in the Central Processing Site in Miramichi, N.B., or to the appropriate RCMP Detachment.

5. Requesting Medical Information

5. 1. When an applicant or licence holder provides a "yes" answer to the medical/mental health history question contained in a firearms licence application, a FO/delegate will evaluate the response and decide on the necessity to request additional information concerning the client's medical condition.

5. 1. 1. A FO may also seek additional information on the medical condition of a licence holder if there is concern with the licence holder's ongoing eligibility based on credible reported information, such as a CPIC/FIP hit or information reported to the CFO by a third party.

5. 2. The FO will consult with the applicant/licence holder to examine and consider critical factors including, but not limited to, suicidal behaviour or mental health issues, to determine if a request for medical information is required.

5. 2. 1. The FO will obtain as much information as possible on the circumstances and outcome of any identified incidents, and on any treatment by a medical practitioner. The decision to request further information from the client's medical practitioner is based on the FO's judgment.

5. 2. 2. If additional information is required, the FO will send Consent for Disclosure of Medical Information to a Chief Firearms Officer to Assess Eligibility for a Firearms Licence, Form 6423, to the applicant/licence holder.

> NOTE: Form 6423 must be completed by a qualified medical/mental health practitioner, who has knowledge of the individual's health history, including the individual's mental health and the results of any treatment.

5. 3. Failure to provide the completed form 6423 to the FO may result in the application being refused or licence being revoked.

References

Date Modified: 2015-12-14

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CFPM - ch. 2.6. Individual Licences

Policy Rescinded: 2021-02-12

For information regarding this policy, contact Canadian Firearms Program.

NOTE: This policy is currently under review.

Date Modified: 2021-02-12

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CMM - ch. 1. Career Streaming, Planning and Development

Directive Amended: 2011-12-06

A. Originator

B. References

C. Policy

D. General

E. Career Planning - RMs

F. Career Steaming Framework - RMs

App. 1-1 RCMP Core Competencies

A. Originator

A. 1. National Staffing Program.

B. References

B. 1. *Public Service Employment Regulations*.

B. 2. Ch. 2., Performance Evaluation.

B. 3. Ch. 3., Transfers and Deployments.

B. 4. Ch. 4., Promotion.

B. 5. Ch. 5., Job Descriptors and Job Requirements.

B. 6. *Administration Manual II.11.*

B. 7. Values and Ethics Code for the Public Service.

B. 8. Public Service Collective Agreements.

C. Policy

C. 1. Members

C. 1. a. Management will maintain a career development system to assist members in their career planning.

D. General

D. 1. Mobility is a condition of service and an integral element of individual development for RMs.

D. 2. Desirable qualities for a member aspiring to a commissioned rank are:

D. 2. a. a diversity of experience,

1. Diversity in more than one area makes the member more versatile and competitive for the commissioned ranks. See F.2.

D. 2. b. leadership qualities or supervisory experience, and

D. 2. c. Officer Candidate Program competencies 4.

D. 3. The RCMP Core Competencies outline career progression requirements and responsibilities. See App. 1-1.

E. Career Planning - RMs

E. 1. Members are responsible for planning and managing their careers.

E. 2. Career streaming is a voluntary system that assists members in matching their personal career aspirations with job requirements.

E. 3. Career planning means determining:

E. 3. a. a member's current abilities, qualifications, personal priorities, preferred working conditions, medical profile, and realistic goals; and

E. 3. b. actions and sacrifices a member is willing to make.

E. 4. The focus of the program is on planning and skill development to enhance members' career opportunities.

E. 5. Although career planning can take place throughout the year, the annual performance appraisal affords an opportune time for the member and the supervisor to focus on the member's performance and training needs.

F. Career Streaming Framework - RMs

F. 1. A junior Cst.'s first five years of service are spent in training/apprenticeship to acquire basic policing skills and experience.

F. 2. Usually after five years the member decides if he/she would like to pursue:

F. 2. a. contract policing,

1. This stream is the largest and employs the majority of members.

F. 2. b. federal enforcement,

F. 2. c. law enforcement services,

F. 2. d. protective policing,

F. 2. e. corporate management, or

F. 2. f. administration.

F. 3. Exposure to several streams is recommended as confining oneself to a single stream could cause career plateauing.

F. 3. a. A varied background is desirable for a member aspiring to commissioned rank; a commissioned member aspiring to C/Supt. rank and above, will be required to gain experience in more than one management area.

F. 3. b. A varied background may be easier to attain on a lateral transfer rather than a promotional basis.

F. 4. A newly appointed Insp. will normally relocate to a management function commensurate with his/her background and experience.

Date Modified: 2011-12-06

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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CMM - App. 1-1 RCMP Core Competencies

Directive Amended: 1999-11-26

Back to chapter

1. Introduction
2. Leadership
3. Planning and Organizing (Action Management)
4. Personal Effectiveness and Flexibility
5. Continuous Learning
6. Communication
7. Interpersonal Skills
8. Thinking Skills
9. Client-Centered Services

THIS IS AN UNEDITED HUMAN RESOURCES DIRECTORATE PUBLICATION

1. Introduction

A core competency refers to an individual's demonstrated knowledge, skills or abilities in areas that are central to successful performance in the RCMP, regardless of rank, responsibility, position or function. The RCMP recognizes that there are certain core competencies required to ensure an individual's success as a regular member, civilian member or public service employee of the Royal Canadian Mounted Police.

There are eight RCMP Core Competencies:

Leadership
Planning and Organizing [Action Management]
Personal Effectiveness and Flexibility
Continuous Learning
Communication
Interpersonal Skills
Thinking Skills
Client-Centered Service

The RCMP Core Competencies, as presented in this document, were developed with the input of RCMP regular members, civilian members and public service employees from across Canada,

representing operational, administrative and policy center interests. With representation from all divisions, the field, DSRRs, PSAC, and each human resource function, participants ranged in rank from Constable to Deputy Commissioner. All met the challenge of ensuring the consistency of the RCMP Core Competencies with the strategic direction of the RCMP, as expressed in the RCMP mission, vision, values and commitments to our employees and our communities, (i.e. the RCMP Shared Leadership Vision).

Clearly, the RCMP Core Competencies flow from the organization's core values, as it is these core values which provide the foundation for all endeavors undertaken by the RCMP.

There are six RCMP Core Values:

Integrity
Honesty
Professionalism
Compassion
Respect
Accountability

As presented in this document, each of the eight RCMP Core Competencies includes a definition followed by a list of behavioral indicators reflecting four levels of organizational responsibility:

- performs job function (individual contributor)
- supervises a unit of work
- manages multiple units of work
- corporate responsibilities

As such, the core competency definitions are "generic" in the sense that they apply to all positions, ranks, functions, and levels of responsibility in the organization. The behavioral indicators following each definition serve to reflect differences in the behavioral expression of each core competency, at four different levels of organizational responsibility within the RCMP.

Moreover, it is recognized that the expression of the RCMP Core Competencies evolves as one takes on greater responsibility within the organization. This development occurs because behaviors required for effective performance change with the demands being placed on the individual. Behaviors associated with the competency at one level are generally developed or acquired before those at the next level.

It is important to note that the behavioral expressions of a competency developed at previous levels are present at successive levels. These earlier behaviors serve as "prerequisites" or building blocks for the next level. Thus, as you read down the page, (moving to successively higher levels of organizational responsibility), earlier expressions are subsumed within the broader expression of the competency. This development is crucial for one to succeed in handling the challenges of a higher level of organizational responsibility.

2. Leadership

Attracts and mobilizes energies and talents to work toward shared objectives that are in the best interests of the organization, the people comprising it, and the people it serves. Encourages partnerships. Inspires others, by example, to perform to the highest standards in accordance

with the RCMP mission, vision, values and commitments. Sets, and/or involves others in setting, goals that are challenging, realistic and measurable. Actively participates with and/or empowers other individuals and teams to accomplish goals and objectives. Assesses and manages risk. Makes, and/or inspires others to make, innovative and responsible decisions. Accepts responsibility for outcomes and is accountable. Promotes the ongoing review of policies and practices to ensure continued consistency with the RCMP mission, vision, values and commitments. Establishes and maintains relationships and atmospheres of trust and respect. Recognizes contributions and successes. Proactively seeks to improve the work environment and the quality of service delivery.

Performs Job Function (Individual Contributor)

- exemplifies the highest standards of integrity, honesty, professionalism, compassion, respect and accountability
- supports, promotes and models the RCMP mission, vision, values and commitments
- conducts self to the highest standards of excellence and seeks ways to continuously improve
- enlists willing partners from within and outside the RCMP
- recognizes the contributions and accomplishments of others
- sets challenging goals and objectives for self and strives to achieve them
- assesses risk, considers alternative strategies and takes appropriate actions
- makes innovative, informed and responsible decisions
- establishes and maintains relationships of trust and respect
- takes initiative in identifying and solving problems proactively
- continuously seeks to improve service delivery

Supervises a Unit of Work

- exemplifies, recognizes and promotes the highest standards of integrity, honesty, professionalism, compassion, respect and accountability
- establishes an atmosphere in which relationships of trust can develop
- builds and leads teams; equips teams and team members with necessary resources
- effectively coordinates and allocates resources (human, financial and material)
- contributes to, conveys, and promotes team member commitment to the RCMP mission, vision, values and commitments
- inspires others to excellence by "walking the talk", leading by example, promoting, fostering and demonstrating the RCMP mission, vision, values and commitments
- works with team members to set realistic individual and team performance goals
- inspires individuals and teams to assume responsibility for work and products
- provides feedback and development opportunities, creating an environment which promotes and encourages continuous learning
- recognizes the contributions and accomplishments of the team and individual employees
- takes appropriate action with employees who consistently fail to meet minimum performance standards

- fosters and promotes risk taking, ensuring a common understanding of risk taking and risk assessment approaches
- designs and develops opportunities to challenge, motivate and empower the team and individual employees

Manages Multiple Units of Work

- develops a shared understanding among teams and builds on common purposes
- facilitates a clear understanding and the appropriate application of empowerment and delegation
- facilitates the setting of integrated goals for multiple units and involves others in decision making, where appropriate
- establishes risk management and quality assurance systems
- encourages supervisors to create a collaborative and cooperative atmosphere and to break down barriers where they exist
- contributes to, conveys, and promotes unit commitment to the RCMP mission, vision, values and commitments, in order to ensure the integration and alignment of initiatives with corporate direction and organizational goals

Corporate Responsibilities

- collaborates with external agencies (e.g. government departments, police departments, private agencies) in providing for the health, security and safety of Canada's citizens
- in accordance with the RCMP mission, vision, values and commitments, maintains traditions and esprit de corps that foster pride and commitment to the RCMP
- facilitates organizational culture changes to ensure both a positive working environment and a professional image
- leads and conducts highly sensitive consultations, builds strategic support, partnerships and alliances, both internally and externally
- sets broad strategic goals and clear accountabilities; establishes a working environment that promotes and recognizes excellence
- ensures that the organization has a learning and development strategy to meet short and long-term organizational needs and objectives
- determines and promotes a strategic risk management framework that incorporates appropriate delegation, rewards and recognition
- shows willingness to become directly and personally involved, where appropriate
- creates and maintains an environment that fosters a high standard of ethics and facilitates acceptance of the RCMP mission, vision, values and commitments by involving employees in its development and implementation
- establishes and conveys the principles of shared leadership, openness and trust to foster adaptation and change throughout the RCMP engages in client-driven decision making and business approaches while serving as a competent steward of the public resources with which he/she has been entrusted
- establishes, champions and exemplifies the highest corporate standards of integrity, honesty, professionalism, compassion, respect and accountability

3. Planning and Organizing [Action Management]

Analyzes, plans, implements, evaluates and adjusts goals, objectives and/or courses of action to meet needs in a changing environment. Practices responsible risk management. Sets priorities, makes decisions and takes necessary courses of action, based on multiple demands and available human, financial and material resources. Evaluates processes and outcomes to ensure continuous improvement in service delivery

Performs Job Function (Individual Contributor)

- sets personal objectives and goals
- organizes self and manages use of time
- makes sound decisions and takes necessary action within area of responsibility
- deals effectively with multiple demands; plans and sets priorities
- provides products and/or service delivery in a timely manner; does his/her best to meet commitments
- uses available resources responsibly
- identifies problems and issues, in consultation, as appropriate
- anticipates consequences; negotiates solutions to address various concerns and feelings
- learns from mistakes, adjusts goals, objectives and/or courses of action to meet changing needs
- requests assistance or advice as required
- keeps appropriate records

Supervises a Unit of Work

- leads the planning process for the team/unit; translates organizational strategies into concrete action plans
- sets objectives, in consultation with employees and/or clients, as appropriate
- establishes a course of action for self and others; assigns and delegates work
- empowers employees as appropriate
- defines frameworks to guide individual and team/unit initiatives
- monitors work and provides performance feedback to employees
- allocates resources to achieve goals; manages human, financial and material resources effectively
- creates a supportive work environment
- plans for and responds to contingencies, balancing conflicting demands on individuals
- in consultation with employees and/or clients, adjusts plans as required to ensure productivity
- keeps activities and programs on track by clarifying objectives and feedback
- ensures timeliness of products/service delivery
- ensures appropriate records are kept
- maximizes productivity and the efficient use of human, financial and materiel resources

Manages Multiple Units of Work

- manages situations and activities to avoid crises
- participates in the development and implementation of strategic plans and performance agreements which link programs and services to broad policy objectives
- translates organizational strategies into coordinated action plans
- assembles cross-functional teams to achieve cross-unit objectives
- links the RCMP mandate, its mission, vision, values, and commitments to other departments, central agencies, and to the mandate and priorities of government
- establishes effective organizational processes and structures to achieve strategic goals
- balances conflicting demands on individuals/units in order to meet emerging trends and to achieve organizational and governmental objectives

Corporate Responsibilities

- anticipates emerging issues and engages in long-term, proactive strategic planning
- directs RCMP activities so that they do not conflict with government plans and priorities
- provides a forward-looking perspective that contributes to future policy and strategic planning decisions and sustains RCMP momentum towards accomplishing goals
- ensures all resources and technologies are employed effectively and redeployed as necessary
- establishes and maintains effective accountability systems in support of the RCMP's strategic direction and its mission, vision, values and commitments

4. Personal effectiveness and flexibility

Adjusts behavior to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress. Persistently strives for excellence even in difficult situations. Adapts behavior to changing circumstances in order to reach a goal or to address diverse and changing client/community needs. Demonstrates perseverance and a willingness to perform beyond the normal range of job expectations and requirements, when necessary. Takes initiative and enthusiastically strives to do an outstanding job.

Performs Job Function (Individual Contributor)

- effectively adapts behavior to changing circumstances in order to reach a goal or to address diverse and changing client/community needs
- tolerates ambiguity and responds with new approaches to changing priorities and conditions
- acts calmly and suitably in uncertain or stressful situations
- maintains the required level and consistency of performance under pressures including, but not limited to: time constraints, conflicting demands, opposition, inadequate resources, unpleasant working conditions, and perhaps danger
- mediates workplace problems and stressful situations
- perseveres, is resilient, composed and patient
- is realistic about own limits
- handles failures and criticism constructively; learns from both mistakes and successes

- has a flexible working style; is open to and initiates change
- works well both independently and in teams; develops partnerships and relationships to maintain productivity and effectiveness
- is self confident, expresses opinions and personal views when required but gets on side once decisions are made
- takes initiative beyond the normal range of job requirements when necessary

Supervises a Unit of Work

- recognizes and responds to early signs of burnout in self and others
- supports change and continuous learning; encourages adaptability and flexibility in others
- creates a risk-free environment that supports testing new ideas
- promotes the health, safety and well-being of employees

Manages Multiple Units of Work

- models an appropriate life/work balance that is responsive to changing personal and organizational needs
- builds strategic support, partnerships and alliances

Corporate Responsibilities

- demonstrates stamina/stress resistance in the face of difficult and demanding challenges
- works effectively with a broad range of organizations, people, situations, and groups at all levels of responsibility, both internal and external to the organization
- champions and exemplifies credibility and personal effectiveness through personal integrity and demonstrated flexibility in response to demands
- ensures support systems are in place to assist others in handling and adapting to change
- anticipates changes or difficult circumstances and puts systems in place to minimize or manage their impact on individuals and the organization

5. Continuous Learning

Continuously identifies areas that need improvement in terms of self- and organizational development in order to enhance service delivery and accomplish personal and organizational goals. Develops and maintains awareness of internal and external trends, programs and issues as they relate to service delivery and personal and organizational goals. Addresses learning requirements by: independently keeping abreast of research and new directions, reading, seeking appropriate experiences, training, course work, community involvement, and other means. Shares information and techniques and applies them to daily work.

Performs Job Function (Individual Contributor)

- takes responsibility for self-improvement and expands own knowledge and abilities
- keeps current with organizational developments
- develops a personal learning plan/strategy; tracks own progress
- identifies and selects appropriate resources and methods for learning
- learns from mistakes; seeks feedback on developmental needs and efforts

- shares learning with others

Supervises a Unit of Work

- models the principles and practices of continuous learning
- develops and shares organizational awareness and best practices with team/unit members
- puts mechanisms in place for sharing information between team/unit members
- provides regular, ongoing feedback to team/unit members concerning developmental requirements and means of addressing same
- provides developmental opportunities for team/unit members
- recognizes team/unit members efforts and achievements
- participates in and influences RCMP processes
- encourages and contributes to organizational improvement
- facilitates and promotes individual and team learning
- coaches and mentors team/unit members
- creates a suitable environment for testing new ideas

Manages Multiple Units of Work

- ensures developmental opportunities are available to all units and individuals
- responds to emerging needs to ensure that appropriate training and resources are applied in a proactive and optimal fashion
- develops internal/external links and networks to enhance continuous learning
- sponsors pilot initiatives for continuous learning

Corporate Responsibilities

- champions continuous learning at all levels of the organization
- builds support, partnerships and strategic alliances to enhance continuous learning
- develops and maintains strategic alliances and networks of clients, partners and interest groups, inside and outside the RCMP, to accomplish results
- establishes effective organizational processes and structures to achieve strategic goals

6. Communication

Presents issues and information, orally and in writing, in a clear and credible manner. Tailors communication to intended audience and uses appropriate tools and strategies to convey information. Listens to, understands and values other perspectives and modifies approach to ensure understanding and/or achieve results. Responds to and uses appropriate non-verbal communication. Exercises open, honest and bilateral communication and projects a professional image.

Performs Job Function (Individual Contributor)

- writes and/or orally conveys information and ideas effectively, understandably and at the appropriate level of detail for various and diverse internal and/or external audiences

- engages in active listening practices, verifying that communications are understood and clarifying as required
- consults with others, seeking their opinions and ensuring that their views have been taken into consideration
- demonstrates awareness of, and sensitivity to, cross-cultural and interpersonal style differences
- responds to and uses appropriate non-verbal communication
- creates an atmosphere that is conducive to effective and open communication
- organizes material and information to facilitate understanding
- ensures information is conveyed in a timely manner
- briefs diverse clients, partners and stakeholders on relevant issues
- provides immediate/timely answers regarding local/unit issues that reflect an awareness of the sensitivities and interests of diverse individuals and groups including media, senior public officials and interest groups

Supervises a Unit of Work

- optimizes the use of communications and information technology to gather and share information
- communicates effectively with other units (representative role)
- leads consultations and negotiations with diverse individuals and groups
- provides immediate/timely answers regarding complex and/or organizational issues that reflect an awareness of the sensitivities and interests of diverse individuals and groups including media, senior public officials and interest groups

Manages Multiple Units of Work

- presents complex issues with clarity, credibility and impact in widely varied forums
- capitalizes on existing communications tool and strategies and creates new, innovative ones to ensure effective internal and external communications
- promotes organizational awareness by disseminating information to appropriate levels

Corporate Responsibilities

- represents the organization with tact and diplomacy
- fosters commitment by promoting and effectively communicating corporate messages
- articulates and promotes the corporate interests of the RCMP
- clarifies and communicates the expectations of other government departments and central agencies, (e.g. Solicitor General's Office; Treasury Board)
- based on the principles of community policing and modern management, articulates and clarifies the RCMP mission, vision, values and commitments -- in the spirit of shared leadership -- in response to needs, demands, and expectations of RCMP employees and communities
- supports opportunities to use technology to develop and improve communication processes

7. Interpersonal Skills

Interacts sensitively and respectfully with all individuals and groups to develop mutual understanding and productive relationships to enhance quality service delivery. Demonstrates compassion. Coaches, mentors and/or works effectively in teams and in partnerships. Identifies and resolves issues through consultation, negotiation and consensus building and other appropriate processes.

Performs Job Function (Individual Contributor)

- develops and maintains positive working relationships and contacts
- serves as a coach, mentor, and/or facilitator
- participates in identifying and resolving issues
- keeps an open mind in discussing and responding to differing points of view
- acknowledges, understands and respects that others may have different values and beliefs when dealing with diverse individuals and issues
- contributes to a positive work environment by using courtesy, tact and diplomacy, and by demonstrating interest in others
- contributes to a harassment-free work environment
- anticipates and takes steps to minimize or prevent conflicts
- serves as a role-model within own circle of influence; gains esteem and respect for the organization from people of differing backgrounds and viewpoints

Supervises a Unit of Work

- establishes and maintains a harassment-free work environment
- builds internal, inter-agency and inter-disciplinary teams, demonstrating sensitivity and respect for diversity
- establishes and maintains an environment conducive to the identification of problems, diverse points of view, open problem-solving discussions, and consensus building
- manages a diverse workforce with sensitivity and respect
- develops and maintains positive working relationships with team/unit members, even in highly stressful situations
- seeks ways to appropriately resolve conflicts between and among individuals

Manages Multiple Units of Work

- promotes cooperation, coordination and consistency in approach, purpose and direction between and within teams
- minimizes and manages stress in the work environment
- makes tough interpersonal/organizational decisions with sensitivity, care and diplomacy
- seeks ways to appropriately resolve conflicts between and within units and teams

Corporate Responsibilities

- adapts interpersonal style to build relationships with diverse clients, citizens, and communities, senior executives in other organizations, elected officials, and employees at all levels of the RCMP
- recognizes inter-dependencies between internal and external groups; seeks common ground and develops meaningful long-term relationships and strategic alliances
- champions and models corporate values to all employees of the RCMP and external contacts
- handles delicate negotiations skillfully in order to advance the RCMPs objective of providing for the health, security and safety of Canada's citizens

8. Thinking Skills

Works with others to identify needs and conceptualize issues in diverse, dynamic or complex circumstances, giving consideration to client/community, organization, and employee interests. Acquires and analyzes appropriate information and considers alternative strategies to achieve objectives. Assesses risk, develops innovative solutions, and evaluates potential outcomes of various actions before making decisions. Establishes priorities, makes decisions and takes actions that are consistent with the RCMP mission, vision, values and commitments. Assesses outcomes in consultation with client/community. Applies sound, ethical reasoning in all situations.

Performs Job Function (Individual Contributor)

- applies the principles and processes of the CAPRA problem solving model (Clients - direct/indirect; Acquiring & Analyzing information; Partnerships; Response; Assessment)
- works with diverse clients and partners (internal and/or external) to identify needs and develop shared priorities and practical solutions
- extracts information from a variety of sources to assist in problem identification and solving
- identifies patterns, trends, barriers, and their underlying root causes to anticipate problems and generate creative solutions
- evaluates risk and develops risk management strategies
- quickly and simultaneously assesses the implications and effects of various strategies before taking action
- identifies core issues and responds to them appropriately

Supervises a Unit of Work

- keeps track of multiple problems and developments ranging from day to day activities to broader issues
- switches from one type of problem to another with ease, distinguishing between essential and non-essential details
- makes decisions in consideration of unit needs, priorities, and resources
- works with employees to solve problems, giving assistance and guidance as necessary practices risk management
- coordinates, integrates and appropriately disseminates information gathered from others

Manages Multiple Units of Work

- brings together large amounts of information and creates a coherent picture to integrate new information and identify implications for policy
- integrates activities of various units to ensure efforts are consistent with organizational initiatives and strategic directions
- identifies contradictions between policies and practice within own areas of responsibility, and seeks ways to align them with each other and with the corporate strategy

Corporate Responsibilities

- groups the meaning of trends and relationships between the organization and its environment, and makes accurate prognoses of expected developments
- adds meaning to complex events and patterns of information by reducing them to fundamental concepts and basic objectives
- balances and synthesizes conflicting demands on the RCMP's resources, priorities, policies and practices
- identifies threats to the organization, evaluates their potential impact on the RCMP's ability to deliver service and develops innovative solutions
- conceives models to guide the development of practical long-term directions for policies, programs and services
- extracts - from diverse sources of information - vital principles that serve to enrich understanding and provide a focus for the organization's activities
- ensures that initiatives within various areas of accountability in the organization are in alignment
- identifies and reconciles actual or potential contradictions in organizational policy, priorities, practices with the RCMP mission, vision, values and commitments

9. Client-Centered Service

Identifies clients and their needs. Establishes and maintains partnerships. Provides clients with opportunities for active participation and consultation on decisions that are relevant to their needs and concerns, while balancing competing interests. Accepts responsibility for quality service delivery. Seeks innovative approaches for improvement based on client feedback. Responds to client/community needs in a manner consistent with the RCMP mission, vision, values and commitments, RCMP service standards, and the philosophy of community policing.

Performs Job Function (Individual Contributor)

- responds to client and community needs in a manner consistent with the RCMP mission, vision, values and commitments, its service standards, and the philosophy of community policing
- identifies and understands the needs and expectations of direct and indirect clients in general, and with respect to specific cases, issues and problems
- balances competing interests for time and attention; provides products and/or service delivery in a timely manner
- serves as a coach, mentor, facilitator, both internally and externally, as needs demand
- establishes and maintains partnerships, both within and outside the RCMP

- solicits client feedback on service delivery; acts upon constructive feedback regarding personal and organizational effectiveness
- proactively interacts with clients to gather information that will assist in identifying actual and potential problems, issues and concerns, and to maintain an optimum level of client service

Supervises a Unit of Work

- balances multiple and competing interests for time, resources and attention
- solicits and incorporates feedback on service delivery provided by the team/unit members in order to ensure that service delivery objectives are met
- establishes performance measures for quality, time, and cost of services provided by the team/unit
- recognizes excellence in those providing client service
- manages and coordinates public consultations, both at the individual and unit levels
- develops and manages additional community resources and enhances service delivery by encouraging community involvement

Manages Multiple Units of Work

- designs and implements client-feedback systems on the service delivery of various work units
- ensures client feedback is incorporated in order to continuously improve service delivery

Corporate Responsibilities

- reviews and enhances the RCMP service-delivery model at all levels, both nationally and internationally
- establishes strategic partnerships with government and nongovernment agencies at municipal, provincial, federal, national and international levels
- establishes organization-wide accountability structures
- establishes advisory and public consultation strategies and processes
- establishes RCMP policies, priorities and strategies and ensures that they serve to support and facilitate client-centered service
- champions the principles and practice of client-centered service

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CMM - ch. 12. Competency Based Management

Directive Amended: 2018-06-29

For information regarding this policy, contact National Staffing Program , Workforce Programs and Services, Human Resources.

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1. Policy

1. 1. The RCMP has adopted Competency Based Management (CBM) to support all human resources (HR) activities. Job-related competencies will be phased into various HR programs and activities and the affected directives revised accordingly.

1. 2. The Director General, National Staffing Program (NSP) is responsible for the management of the CBM Program and the approval of competency profiles.

1. 3. National Staffing Program, HR Sector is responsible for creating and updating competency profiles, and maintaining the Competency Dictionary.

2. General

2. 1. Competency

2. 1. 1. A competency is any observable and measurable knowledge, skill, ability or personal characteristic defined in terms of the behaviors required by employees to achieve the required performance output/outcome.

2. 2. Competency Profiles

2. 2. 1. A competency profile consists of one set of common criteria (job-related competencies) to support HR activities. Competency profiles may be used as the basis for recruiting, staffing, learning and development, performance management, career development and streaming, HR planning and succession planning.

2. 2. 2. It is intended that all RCMP employees will be selected, evaluated, developed and promoted based on competencies that support operational and organizational objectives and goals.

2. 2. 3. Competencies will be integrated into various HR programs.

2. 2. 3. 1. Competency profiles will replace the experience and possibly other components of the job requirements in Job Code Summaries and Job Requirements.

2. 3. Positions without Competency Profiles

2. 3. 1. As operational groups and national jobs are profiled, the number of positions with similar responsibilities previously assigned a distinct selection criteria should be reduced, resulting in fewer unique positions.

2. 3. 2. For a manager's guide to create a competency profile for roles which have not yet been formally profiled, see CMM App. 12-1, Manager's Guide to Create a New Competency Profile.

2. 4. CBM Program

2. 4. 1. For details concerning CBM, its development, framework, methodology and profiles, visit the CBM web site.

3. CBM Guiding Principles

3. 1. Reflects RCMP Mission, Vision and Core Values.

3. 2. Defines behaviors that help the RCMP excel in its programs, operations, and services.

3. 3. Focuses on the skills to do the work and improving performance.

3. 4. Maintains the principles of equity, diversity management, fairness, transparency, affordability and efficiency.

3. 5. Allows managerial flexibility while maintaining accountability.

3. 6. Provides common, consistent language as the foundation for all HR processes.

3. 7. Provides for portability of competencies across functions within the RCMP.

3. 8. Provides a balance between organizational and individual employee needs.

3. 9. Provides the basis for career streaming and succession planning, allowing for both the development and retention of expertise within a particular RCMP administrative or operational program.

4. RCMP Competency Model

4. 1. General

4. 1. 1. The RCMP Competency Model consists of two different types of competencies: Organizational and Functional. As the various HR processes are redesigned to accommodate competencies, the content of the new model will apply.

4. 1. 2. For competencies that require that the context or environment be identified, see CMM App. 12-2, Context-Specific Competencies.

4. 2. Organizational Competencies

4. 2. 1. Organizational competencies reflect personal characteristics that determine successful performance.

4. 2. 2. The original eight core competencies have evolved to be more specifically defined to identify observable behaviors to facilitate competency assessment. These have been replaced by organizational competencies which reflect four core groups of personal characteristics:

4. 2. 2. 1. Commitment to Learning and Development;

4. 2. 2. 2. Thinking Skills,

4. 2. 2. 3. Client Centered Service, and

4. 2. 2. 4. People Skills.

4. 2. 3. These competencies underlie, facilitate and enable successful on-the-job performance with the focus on how work is performed, rather than what work is performed. Typically organizational competencies are less trainable, and reflect an individual's personal qualities or attributes.

4. 3. Functional Competencies

4. 3. 1. Functional competencies are the knowledge, skills and abilities that an employee must know and be able to apply in order to perform effectively in a particular job or function.

5. Competency Dictionary

5. 1. The RCMP Competency Dictionary is available on the Competency Based Management web site. The dictionary is the official list of competencies for all employees and consists of the following:

5. 1. 1. definitions;

5. 1. 2. progression scale - lowest to highest expression of a competency;

5. 1. 3. progressive proficiency levels, each including a definition. (For organizational competencies the number of levels varies from four to six and for all functional competencies there is a standard five-level scale); and

5. 1. 4. for each level of proficiency, several illustrative behavioral indicators.

NOTE: These indicators are illustrative not definitive - other examples are possible. Behavioral indicators for lower levels are subsumed at the higher proficiency level. For example, if someone demonstrates proficiency at level three, he/she is deemed to also possess proficiency at levels one and two.

5. 2. The Dictionary is subject to change as new work demands arise and profiles are maintained, e.g. addition of functional competencies for jobs or groups of jobs that have not been defined or profiled or that have new requirements assigned.

5. 3. Any additions, amendments or deletions to the Competency Dictionary will be approved by the Director, NSP, HR Sector, in consultation with the policy center concerned.

6. Competency Profiles

6. 1. General

6. 1. 1. A competency profile consists of key organizational and functional competencies considered critical to successful performance in a specific function.

6. 1. 2. Each profile must have at least one competency from each of the four organizational competency groups (see sec. 4.2.) as they are considered essential to getting the work done every day and supporting the *RCMP Strategic Framework*. Normally, there are no more than eight organizational competencies in a profile.

6. 1. 3. Normaly each profile may have up to six functional competencies.

6. 1. 4. Normally, it is best to describe how the work is done with the least number of competencies possible.

6. 1. 5. Competencies and competency profiles are developed with input from key stake holders and subject matter experts using accepted RCMP Competency Profiling Methodology.

6. 2. Creation and Update of Competency Profiles

6. 2. 1. Policy Center

6. 2. 1. 1. Profiles must be developed in accordance with the accepted RCMP competency profiling methodology. With the assistance of NSP, HR Sector, create, review and update competency profiles for which you are responsible. National Staffing Program, HR Sector will ensure the profiles created or updated are approved in accordance with sec. 1.2.

6. 2. 2. Manager

6. 2. 2. 1. To fill a position that has not yet been profiled, follow the guidelines in CMM App. 5-1, Instructions for the Completion of Form 2285, CMM App. 12-1 and 12-2. You must include the proposed profile on Form 2285, Request for Staffing a Member Position.

6. 2. 2. 2. To create or amend a competency profile for a particular job code, at a time other than when you are filling a position, follow the guidelines in CMM App. 12-1 and 12-2 and submit your request to the appropriate policy center.

7. Profile to Levels of Work

7. 1. Profiles are developed according to the level of work and for the purpose of competency profiling consist of the following:

7. 1. 1. Individual Contributor - performs activities that require technical expertise or specialized knowledge, typically with no formal supervisory responsibilities; contributes individually and/or as a team member.

7. 1. 2. Supervisor - coordinates and leads the daily activities of a team, providing guidance to employees, and also spends time working as an Individual Contributor.

7. 1. 3. Manager - plans, directs and monitors the activities of a unit of function.

NOTE: Individual contributor, supervisor, manager levels of work can apply to a variety of ranks.

7. 1. 4. Senior Manager - executes the organizational strategy, coordinating across units within his/her function. Senior manager includes Insp., Supt., and EX-01.

7. 1. 5. Senior Executive - sets the strategic direction for the RCMP and mobilizes resources across the organization to achieve strategic priorities. Senior Executive includes C/Supt., EX-02 and above.

8. Competency Proficiency Levels

8. 1. When the organizational and functional competencies are identified for a profile, each competency is assigned a minimum and a desired level of competence.

8. 1. 1. *Minimum* level is the proficiency level required to do the work day-to-day. This is normally the entry level for selection.

8. 1. 2. *Desired* level is the proficiency level which reflects superior performance.

8. 2. Functional competencies in the profile are also identified as *bring or learn. Bring* means competencies that an employee is expected to possess at the time of selection. Learn means competencies that the employee is expected to develop within a reasonable period of time after starting a job.

8. 3. The *bring and learn* aspects of the profile allow employees to know what is necessary to start a job. Just as important, a learning adjustment period (learning curve) can be accommodated with clear expectations and developmental objectives set out once the employee begins a job. In either case, the selected competencies are critical to perform the work whether they are developed before or after starting a job. By definition, organizational competencies are considered to be all *bring* competencies.

9. Operational Groups

9. 1. General

9. 1. 1. To facilitate the development of competency profiles, the RCMP has been subdivided into the following Operational Groups:

9. 1. 1. 1. Senior Management and Senior Executive,

9. 1. 1. 2. Criminal Intelligence Directorate,

9. 1. 1. 3. Criminal Intelligence Service Canada,

9. 1. 1. 4. Contract Policing,

9. 1. 1. 5. Federal and International Operations,

9. 1. 1. 6. National Policing Services,

9. 1. 1. 7. Protective Operations,

9. 1. 1. 8. Technical Operations, and

9. 1. 1. 9. Operational Support groups.

9. 1. 2. The priority for developing competency profiles is established by NSP, HR Sector and the respective operational group program managers. Scheduling priority is determined

by operational pressures, organizational restructuring, and the creation of new responsibilities.

9. 1. 3. As competency profiles are approved, they are posted on the Competency Based Management InfoWeb site.

9. 2. National Jobs

9. 2. 1. Many Operational Support Groups are national in nature. Similar work is done in a variety of different functions or programs, e.g. Reviewer Analysts, HR and other corporate positions. These will be profiled as national jobs.

10. Assessments

10. 1. Competency Profiles

10. 1. 1. Once competency profiles are approved, the competencies must be assessed in order to make HR decisions.

10. 1. 2. Assessments will be based on the following principles:

10. 1. 2. 1. Use a variety of methods and instruments to provide reliable and valid assessments.

10. 1. 2. 2. Vary the method or degree of assessment depending on the purpose of the assessment, e.g. self assessment may be used for learning and career development, while more formal assessments would be necessary for staffing.

10. 1. 2. 3. Not every competency in the profile needs to be assessed for every HR activity and not all competencies will be relevant to all activities, e.g. a learning and development activity may not require all competencies in a profile. See also sec. 8.2. and sec. 8.3.

10. 2. Employee Competencies

10. 2. 1. Employee competencies are assessed in a variety of ways and the results recorded in HRMIS.

10. 2. 2. The information contained in an employee competency profile will be used to:

10. 2. 2. 1. analyze gaps between job competencies and employee competencies,

10. 2. 2. 2. identify learning needs,

10. 2. 2. 3. assist in resourcing and recruitment decisions,

10. 2. 2. 4. assist in making informed HR decisions, and

10. 2. 2. 5. assist in career development.

References

- Competency Based Management Framework and the Competency Profiling Methodology, Learning and Development Directorate.

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CMM - App. 12-1 Manager's Guide to Create a New Competency Profile

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1. Ensure you have a good understanding of the role (job/position) in question. Review job descriptions, organization charts, training materials, task banks, other relevant materials and consult with subject matter experts, as required. You may wish to consult with Staffing and the policy center concerned.

2. Review existing profiles, on the Competency Based Management website, for a similar role that could be adapted. If there is a profile which is suitable, review the competencies and proficiency levels, and make adjustments. Ensure that the adapted profile meets the criteria as set out in steps 3 to 5 below.

3. Review the Competency Dictionary for a thorough understanding of the competencies.

4. Select the organizational competencies for the profile using the following process:

4. 1. the competency profile for the role must contain no more than eight organizational competencies;

4. 2. at least one competency must be chosen from each of the four organizational competency groups;

4. 3. rank the competencies within each group and pick the most critical or key one for the role; and

4. 4. select up to four additional critical organizational competencies as required, from any group.

5. Select the functional competencies for the profile using the following process:

5. 1. normally the profile will contain no more than six functional competencies;

5. 2. examine the functional competencies and sort them into "relevant" and "not relevant" lists;

5. 3. re-sort the "relevant" list into "very important", "important" and "less important" lists; and

5. 4. review the "very important" functional competencies, and pick no more than the top four to six.

6. For the competencies that were selected for the profile, set the "minimum" and "desired" proficiency levels required for each:

6. 1. refer to the proficiency level definitions in the Competency Dictionary;

6. 2. review all the proficiency levels and behavioural examples for each competency in the profile;

6. 3. set the minimum level based on the level of competence required to do the work on a daily basis;

NOTE: setting the minimum level too low may lead to performance issues on the job, and setting it too high may screen out too many potentially successful applicants.

6. 4. set the desired level based on the maximum level of proficiency that adds value to the work;

6. 5. the desired level is a stretch target - it is where you would like your top performers to be;

6. 6. the minimum and desired proficiency levels must be realistic and justified based on the main duties and requirements of the role; and

6. 7. decide if the functional competencies are "bring" (competency is required immediately when starting in the role), or "learn" (will be developed once on the job). All organizational competencies are by definition "bring".

7. "Learn" competencies are not assessed at the time of staffing the role.

8. If a form 2285 is submitted, include your proposed competency profile on the form. Staffing will strike a committee to determine the appropriateness of your proposed profile.

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CMM - App. 12-2 Context-Specific Competencies

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1. General

1. 1. Some of the competencies listed in the Competency Dictionary are broadly defined, allowing the measurements being used to apply to multiple positions. However, at times the breadth of a competency is too broad to use on its own and it is necessary to identify the appropriate context or environment to assess it effectively. Contextual competencies have been identified in sec. 2., 3. and 4.

1. 2. A member who meets a required proficiency level for a context-specific competency is also deemed to meet the same level when no context has been specified.

2. Organizational Competencies

2. 1. Communication:

2. 1. 1. oral,

2. 1. 2. written, or

2. 1. 3. both oral and written, and

2. 1. 4. aboriginal.

3. Functional Competencies

3. 1. Ability to conduct investigations:

3. 1. 1. general (no specific context),

3. 1. 2. homicide,

3. 1. 3. sex crimes,

3. 1. 4. arson/bombing,

3. 1. 5. robbery/burglary/theft,

3. 1. 6. gambling/gaming,

3. 1. 7. threat evaluation and management,

3. 1. 8. undercover operations,

3. 1. 9. kidnapping/extortions,

3. 1. 10. financial crime - general (no specific context),

3. 1. 11. financial crime - counterfeit,

3. 1. 12. financial crime - bankruptcy,

3. 1. 13. financial crime - corruption,

3. 1. 14. financial crime - mass marketing fraud,

3. 1. 15. financial crime - securities,

3. 1. 16. financial crime - proceeds of crime/money laundering,

3. 1. 17. Internet-facilitated child sexual exploitation, and

3. 1. 18. cybercrime.

3. 2. Knowledge of applicable legislation and RCMP policies, procedures and strategic priorities:

3. 2. 1. general (no specific context),

3. 2. 2. general-duty policing,

3. 2. 3. emergency response team (ERT),

3. 2. 4. general investigation section (GIS)/serious crime/major crime,

3. 2. 5. traffic/accident investigation,

3. 2. 6. aboriginal policing,

3. 2. 7. federal policing,

3. 2. 8. drugs and organized crime,

3. 2. 9. border integrity - general (no specific context),

3. 2. 10. border integrity - customs and excise (C&E),

3. 2. 11. border integrity - federal enforcement,

3. 2. 12. border integrity - immigration and passport (I&P),

3. 2. 13. border integrity - integrated border enforcement teams (IBET),

3. 2. 14. border integrity - marine and ports,

3. 2. 15. financial crime - general (no specific context),

3. 2. 16. financial crime - commercial crime,

3. 2. 17. financial crime - proceeds of crime/money laundering,

3. 2. 18. financial crime - securities enforcement,

3. 2. 19. international policing - international operations,

3. 2. 20. international policing - international peacekeeping,

3. 2. 21. international policing - international travel and visits,

3. 2. 22. international policing - Interpol,

3. 2. 23. protective policing - Canadian Air Carrier Protective Program (CACPP),

3. 2. 24. protective policing - general duty,

3. 2. 25. protective policing - major events,

3. 2. 26. protective policing - Prime Minister's Protective Detail (PMPD),

3. 2. 27. protective policing - very important persons (VIP),

3. 2. 28. criminal intelligence,

3. 2. 29. RCMP administration/strategic direction,

3. 2. 30. technical operations - behavioural sciences,

3. 2. 31. technical operations - departmental security,

3. 2. 32. technical operations - explosives disposal,

3. 2. 33. technical operations - security systems,

3. 2. 34. technical operations - special entry,

3. 2. 35. technical operations - special "I",

3. 2. 36. technical operations - special "O",

3. 2. 37. technical operations - technical crime,

3. 2. 38. information technology - CPIC,

3. 2. 39. information technology - informatics,

3. 2. 40. access to information and privacy (ATIP),

3. 2. 41. child exploitation,

3. 2. 42. Internet-facilitated child sexual exploitation,

3. 2. 43. firearms,

3. 2. 44. human resources - general (no specific context),

3. 2. 45. human resources - compensation,

3. 2. 46. human resources - classification,

3. 2. 47. human resources - staffing,

3. 2. 48. human resources - recruiting,

3. 2. 49. human resources - professional standards,

3. 2. 50. human resources - health,

3. 2. 51. human resources - learning and development,

3. 2. 52. human resources - labour relations,

3. 2. 53. human resources - employment law,

3. 2. 54. media,

3. 2. 55. national security,

3. 2. 56. human sources,

3. 2. 57. source witness protection,

3. 2. 58. crime reduction initiative,

3. 2. 59. cadet assessment procedures, and

3. 2. 60. cybercrime.

4. Aboriginal Policing Competencies (See Aboriginal Context-Specific Behavioural Indicators)

4. 1. Crime scene management.

4. 2. Knowledge of conflict management practices.

4. 3. Knowledge of public order issues.

4. 4. Public relations.

4. 5. Ability to implement crime prevention/awareness initiatives.

4. 6. Knowledge of general duty policing.

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CMM - App. 12-1 Manager's Guide to Create a New Competency Profile

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3. Review the Competency Dictionary for a thorough understanding of the competencies.

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4. 1. the competency profile for the role must contain no more than eight organizational competencies;

4. 2. at least one competency must be chosen from each of the four organizational competency groups;

4. 3. rank the competencies within each group and pick the most critical or key one for the role; and

4. 4. select up to four additional critical organizational competencies as required, from any group.

5. Select the functional competencies for the profile using the following process:

5. 1. normally the profile will contain no more than six functional competencies;

5. 2. examine the functional competencies and sort them into "relevant" and "not relevant" lists;

5. 3. re-sort the "relevant" list into "very important", "important" and "less important" lists; and

5. 4. review the "very important" functional competencies, and pick no more than the top four to six.

6. For the competencies that were selected for the profile, set the "minimum" and "desired" proficiency levels required for each:

6. 1. refer to the proficiency level definitions in the Competency Dictionary;

6. 2. review all the proficiency levels and behavioural examples for each competency in the profile;

6. 3. set the minimum level based on the level of competence required to do the work on a daily basis;

NOTE: setting the minimum level too low may lead to performance issues on the job, and setting it too high may screen out too many potentially successful applicants.

6. 4. set the desired level based on the maximum level of proficiency that adds value to the work;

6. 5. the desired level is a stretch target - it is where you would like your top performers to be;

6. 6. the minimum and desired proficiency levels must be realistic and justified based on the main duties and requirements of the role; and

6. 7. decide if the functional competencies are "bring" (competency is required immediately when starting in the role), or "learn" (will be developed once on the job). All organizational competencies are by definition "bring".

7. "Learn" competencies are not assessed at the time of staffing the role.

8. If a form 2285 is submitted, include your proposed competency profile on the form. Staffing will strike a committee to determine the appropriateness of your proposed profile.

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CMM - ch. 13. "Depot" Understudy Program

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For information regarding this policy, contact National Staffing Program , Workforce Programs and Services, Human Resources.

1. Policy
2. General
3. Definitions
4. Application for DUP
5. Selection for DUP
6. DUP Training
7. Application for Promotion
8. Validation
9. Promotion

App. 13-1 Sample Memo for Immediate Supervisor and Line Officer Support

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1. Policy

1. 1. The provisions of this chapter govern the selection and promotion process for Cst. in the "Depot" Understudy Program (DUP) and are in addition to the provisions outlined in ch. 3. and 4.

1. 2. The DUP is designed to develop members from a Cst. level facilitator (Facilitator/Understudy Depot) to a Cpl. level facilitator (Facilitator/Team Leader Depot) in various disciplines.

1. 3. A member selected for the "Depot" Understudy Program is deemed releaseable from his/her current position.

1. 4. A member who successfully completes the "Depot" Understudy Program will normally be promoted to Cpl.

2. General

2. 1. Upon undertaking the Facilitator/Understudy Depot duties, a member will have up to 24 months to complete the program. A member who has not successfully completed all the requirements of the DUP within the 24 months, will be removed from the program.

2. 1. 1. On a case-by-case basis, the "Depot" Division Training Officer may grant an extension.

2. 2. For promotional opportunities based on collator codes while serving at "Depot" see ch. 4.10.4.2.,

2. 3. For a lateral transfer from "Depot" Division, see ch. 3.C.1.g.

3. Definitions

3. 1. For the purposes of this chapter, the following definitions apply:

3. 1. 1. The **applicant list** means a listing of all members who apply for a job opportunity, i.e. advertisement.

3. 1. 2. The **DUP potential list** means a listing of all members who responded to an advertisement and meet all the requirements listed in the job advertisement.

3. 1. 3. The **DUP pre-selection list** means a listing of all members who responded to an advertisement, meet all of the requirements and are recommended for full-time facilitation duties from the Instructional Facilitation Techniques Course (IFTC).

3. 1. 4. The **Facilitator/Team Leader Depot eligibility list** means a listing of members, who have a current passing Cpl. JSE score, and have been validated to the minimum proficiency levels of the Facilitator/Team Leader Depot competency profile, and are promotable to Cpl. The list is organized based on date of validation, then organized by seniority in terms of service as an RM.

4. Application for DUP

4. 1. An advertisement is published by "Depot" Division to create a list of Csts. who wish to be considered for a Cst. understudy position in the DUP. The advertisement specifies the validity period of the DUP pre-selection list.

4. 2. A member applying for the DUP requires a memo of immediate supervisor and line officer support together with form 5145, NCO Promotion Process - Application and a curriculum vitae (CV). See App. 13-1 for a sample memo.

4. 3. The application (form 5145) provides a member with the opportunity to present information for consideration concerning his/her education/training, licences/certifications, and special requirements/abilities.

4. 4. The CV provides a member with the opportunity to present his/her work performance.

4. 4. 1. The CV is not intended to summarize a member's entire career, but to give examples that demonstrate his/her ability to perform the competencies of Cadet Training Facilitator (Job Code 3595).

4. 4. 2. A CV must be no longer than one legal page using Times New Roman 12 pt font and must be signed by the member certifying the information is accurate and true to the best of his/her knowledge.

4. 5. A member may use job relevant experiences from within or outside the RCMP when completing form 5145 and on his/her CV, and forward to the responsible staffing office by the closing date on the advertisement.

4. 6. Based on valid reasons and after consultation with the manager/delegate, extensions to the closing date may be granted by the Career Development and Resourcing Advisor (CDRA).

4. 7. Candidates who fail to provide the documents by the closing date, without an approved extension, will not be considered.

5. Selection for DUP

5. 1. To create a DUP potential list, "Depot" Division Staffing reviews the application packages and screens members for completion of the Canada Labour Code Managing Safely Course, disciplinary action, meeting medical profile, etc. In addition, "Depot" Division Staffing screens for special requirements, e.g. Basic Firearms Instructors Course (BFI), martial arts training, and conducts verifications as required.

5. 2. Based on operational needs and vacancies, "Depot" Division Staffing selects an appropriate number of members from the DUP potential list for the Instruction/Facilitation Techniques Course (IFTC). "Depot" Division Staffing notifies non-selected members that they must reapply for the DUP.

5. 3. Members who receive a recommendation for full-time facilitation duties as a result of attendance on the IFTC are placed on a DUP pre-selection list. Non-selected members receive feedback from their attendance on the IFTC.

5. 4. Based on operational needs and vacancies, members are normally selected from the DUP pre-selection list for lateral transfer to a DUP position. See sec. 2.1.

6. DUP Training

6. 1. The DUP Training Manual is a comprehensive and prescriptive guide used by the member working closely with his/her supervisor, i.e. being exposed to a variety of facilitator tasks and experiences. The manual is designed to encourage members to develop competencies to meet the Cpl. level facilitator (Facilitator/Team Leader Depot) competency profile.

7. Application for Promotion

7. 1. A member who has successfully completed the requirements of the DUP Training Manual will complete form 5145, NCO Promotion Process Application. When supported by his/her supervisor and Line Officer, the member completes form 5144, NCO Promotion Process - Competency Résumé, targeting the Cpl. level facilitator (Facilitator/Team Leader Depot) competency profile and forwards these documents to "Depot" Division Staffing. See App. 4-2. A covering letter is not required. See also Job Code 360.

7. 2. A member who has not completed all the requirements of the DUP Training Manual may challenge for promotion when supported by his/her supervisor and line officer. The member completes form 5144, NCO Promotion Process - Competency Résumé, targeting the Cpl. level facilitator (Facilitator/Team Leader Depot) competency profile and forwards these documents to "Depot" Division Staffing. See App. 4-2. A covering letter is not required. See also Job Code 360.

8. Validation

8. 1. "Depot" Division Staffing conducts the screening necessary for promotion, including a current passing Cpl. JSE score, mandatory training requirements and other administrative checks as required. See ch. 4.10.7.

8. 1. 1. For members who do not have a current passing JSE score, their competency résumé is forwarded to a validation committee. When the member achieves a current passing JSE score, "Depot" Division Staffing conducts the screening necessary for promotion.

8. 2. The competency résumés for those members who successfully passed the screening process outlined in sec. 8.1. are forwarded to a validation committee. The validation committee convenes regularly; a minimum of once every six months.

8. 3. The validation committee provides feedback to the member on those competencies in which he/she did not receive the minimum level.

8. 3. 1. Effective 2007-03-01, a candidate who fails to meet a required proficiency level for a competency may apply for re-validation at the same or higher level when applying for promotion within the DUP after the date of the unsuccessful validation results.

8. 3. 2. Once a member has failed to meet the required proficiency level for a competency and on a subsequent validation attempt, fails to meet the same or higher level, he/she will be excluded from promotional opportunities requiring the competency at the same or higher level for six months.

8. 3. 3. Any additional unsuccessful validation results for the competency will result in the member being excluded from promotional opportunities requiring the competency at the same or higher level for six months.

8. 3. 4. The six-month period will be in effect from the date of the most recent unsuccessful validation results, and based on that level.

8. 3. 5. After six months, and pursuant to sec. 7.1. , the candidate will submit all previously unsuccessful examples together with any new examples.

8. 4. When all the competencies of the Cpl. level facilitator profile are validated to the minimum level, see sec. 9.5.

8. 5. There may be a number of members validated at any one sitting of the commitee. Names of the validated members are added to the bottom of the Cpl. level facilitator (Facilitator/Team Leader Depot) eligibility list based on date of validation, then by seniority in terms of service as an RM.

9. Promotion

9. 1. A member is identified for promotion from the Facilitator/Team Leader Depot eligibility list provided he/she meets the position requirements.

9. 2. Normally, a member is promoted in the training discipline in which he/she completed the DUP, e.g. a police driving unit understudy will normally be promoted to a police driving unit Cpl. position.

9. 3. Promotion depends on position vacancies as well as the member's interest and qualifications.

9. 4. "Depot" Division Staffing provides written feedback to any member who fails to meet the job requirements for a promotional vacancy.

9. 5. The line officer/delegate recommends promotion, in writing, to the Human Resources Officer after final checks have been verified, e.g. current passing JSE score, disciplinary action. For a non-recommended member, see sec. 9.6. For a recommended member, see sec. 9.7.

9. 6. If the line officer/delegate does not recommend promotion, he/she must provide the member with written feedback and development opportunities.

9. 7. For effective dates for promotion, see ch. 4.4.

References

- *RCMP Act* and *Regulations*
- Ch. 5., Job Descriptors and Job Requirements

Date Modified: 2012-03-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - App. 13-1 Sample Memo for Immediate Supervisor and Line Officer Support

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Directive Amended: 2007-02-13

To: Commanding Officer "Depot" Division

Date: _____

Sir/Madame,

Re: Constable (Name, Regimental Number)_____

I am the immediate supervisor of Constable _____ who is presently applying as a candidate for the "Depot" Division Understudy Program.

I have supervised this member for:

☐ A period in excess of four months.

☐ A period less than four months. However, I have sought input from a previous supervisor.

Based on this member's observed performance and behaviour, I recommend this member for the "Depot" Division Understudy Program and believe that he/she will be a suitable role model, able to exemplify the Mission, Vision and Core Values of the RCMP to new Cadets.

Signed,

(Immediate Supervisor's Name, Regimental Number)
(Title, Unit Name)
Date: _____

I agree with _____'s recommendation for support.
(Immediate Supervisor's Name)

Signed,

(Line Officer's Name)
(Title, Unit Name)
Date: _____

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Date Modified: 2007-02-13

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CMM - ch. 17. Change of Status to Another Category

Directive Amended: 2014-08-14

For information regarding this policy, contact National Staffing Program, Workforce Programs and Services, Human Resources.

1. General
2. CM or S/Cst. to RM
3. PSE to RM

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1. General

1. 1. This policy takes effect on 2009-06-22.

1. 2. A CM, S/Cst., or PSE may request a change of status to the RM category.

1. 3. A change of status may be approved subject to the needs of the RCMP.

1. 4. The CO/HRO/CDRO, in consultation with the employee's manager and others as deemed necessary, will determine if the employee is releasable by considering the unit's ability to meet operational requirements in his/her absence.

1. 4. 1. If the employee is not releasable from his/her current duties, the unit manager must provide a rationale.

1. 5. When an RM or S/Cst. changes status to the CM category, the member's certificate of appointment and designation as a peace officer must be revoked.

1. 6. A CM, S/Cst., or PSE may be given priority for enrollment in the Cadet Training Program (CTP) provided he/she:

1. 6. 1. is releasable from his/her current duties, see sec. 1.3.;

1. 6. 2. has completed three years of continuous service in the RCMP with satisfactory performance;

1. 6. 3. has not previously been enrolled in the CTP, unless extenuating circumstances exist;

NOTE: All current information, including the Depot exit report, will be considered when evaluating an employee's request for re-enrollment into the CTP.

1. 6. 4. has met all entrance requirements outlined in AM Part 23 and Part 24; and

1. 6. 5. has signed a certificate to acknowledge that he/she has read and understands the terms and conditions for the change of status as outlined in this policy.

1. 7. If additional funds are needed to support the employee's participation in the CTP, and the division and region have confirmed they are unable to assist, a business case will be submitted through the National Recruiting Program for approval by the CHRO.

1. 8. While the employee is participating in the CTP, the following will apply:

1. 8. 1. "Depot" Division will be responsible for the cost of his/her meals and accommodation.

1. 8. 2. The home division will be responsible for the cost of his/her pay and benefits. See AM II.4., sec. F.6.

1. 8. 3. The employee's position will be blocked for the duration of his/her participation in the CTP, and if unsuccessful in completing the CTP, he/she will return to his/her position.

1. 9. Following successful completion of the CTP and engagement as an RM, an employee will return to his/her home division while waiting for relocation to the new post.

1. 10. If the employee requires relocation to the posting, he/she will be entitled to relocation benefits in accordance with the RCMP's Integrated Relocation Program (IRP). See FMM 9.5., sec. 1.2.

1. 10. 1. The relocation costs will be shared equally between the sending, receiving, and "Depot" divisions.

1. 11. No further consideration for engagement as an RM will be given to an employee who completes the CTP but refuses a transfer to the pre-determined posting.

2. CM or S/Cst. to RM

2. 1. Before a CM or S/Cst. can attend the CTP, a human resource/career plan, outlining the member's initial posting, will be developed through consultation with the CO/HRO/CDRO/delegate of the sending and the receiving divisions and the employee.

2. 2. Once a member has met all requirements for enrollment, a transaction is initiated in HRMIS and a notification is issued to transfer the member to the CTP.

2. 3. While the member is enrolled in the CTP, he/she will:

2. 3. 1. continue to receive his/her salary at his/her substantive rate of pay,

2. 3. 2. accumulate annual leave but will not be permitted to take it,

2. 3. 3. remain eligible for bilingual bonus and pay increments based on his/her substantive position,

2. 3. 4. be deemed on travel status as per the RCMP Travel Directive.

2. 3. 5. not be entitled to overtime, and

2. 3. 6. not be entitled to the Cadet Allowance.

2. 4. The member's unit/division/region is normally responsible for his/her salary.

3. PSE to RM

3. 1. A PSE who has enrolled in the CTP will be required to take Educational Leave Without Pay (ELWOP) in accordance with the applicable provisions outlined in his/her collective agreement. The PSE will not be entitled to the Cadet Allowance.

3. 2. The PSE's unit/division/region is normally responsible for the educational allowance.

3. 3. Following successful completion of the CTP, and before being engaged as an RM, a PSE must resign in writing from his/her substantive position. The unit manager must accept the resignation in writing.

References

- *RCMP Act*
- *Employment Equity Act*
- *Public Service Employment Act*
- *Public Service Employment Regulations*
- Collective Agreements

Date Modified: 2014-08-14

2. PERFORMANCE EVALUATION

A. ORIGINATOR

A. 1. National Staffing Policy Directorate, Human Resources Sector.

B. REFERENCES

B. 1. *RCMP Act*.

C. POLICY

C. 1. A performance evaluation system will be maintained to evaluate the current performance of members and to forecast their potential.

C. 2. The performance evaluation process will encourage and support the development of the member.

C. 3. The rater and member will openly discuss the evaluation before it is finalized.

C. 4. Each member will be given the results of his/her evaluation.

C. 5. Any change to the initial evaluation will be communicated, with all related documentation, to the member and rater.

C. 6. A supervisor will provide the member with guidance and instruction so the member may properly perform his/her duties.

C. 6. a. If a member fails to perform his/her duties at an acceptable level, the supervisor will take immediate corrective action.

C. 7. Division staffing section will maintain a performance management monitoring system to encourage and support development of members, ensure cases of unsatisfactory performance are addressed, and identify and rectify circumstances in which a supervisor does not properly carry out his/her responsibilities.

C. 7. a. During the regular processing of evaluations, every level will be required to address the accuracy and consistency of the evaluation, and when required, make recommendations to resolve any inaccuracy/disagreement/conflict.

C. 7. b. Before an adjustment is made to an evaluation, the rater will be given the opportunity to provide justification for his/her evaluation.

C. 8. All aspects of performance are subject to comment, including any impact on performance by activities which were reviewed for discipline; however, details of a discipline review or reference to a disciplinary matter which had no impact on the member's performance, will not be included in the evaluation.

C. 8. a. The closer the relationship between the member's duties and the activities which were reviewed for discipline, the more likely there will be an impact on the member's performance.

C. 9. An evaluation will be conducted in accordance with the official languages directives outlined in AM II.6.

C. 10. A Mandate Letter System will be maintained to give direction and provide the basis for evaluating the performance of a Deputy Commissioner, a Commanding Officer, and a Director.

C. 11. Supervisors and PS employees will engage in ongoing discussions about work objectives and performance.

C. 12. An evaluation will be completed annually for all PS employees appointed on an indeterminate basis or for specified-period employees who have been working for six months or more.

D. **GENERAL**

D. 1. Performance evaluation data may be used to:

D. 1. a. identify the need and suitability for training,

D. 1. b. provide guidance,

D. 1. c. encourage and commend,

D. 1. d. promote,

D. 1. e. discharge,

D. 1. f. reengage,

D. 1. g. demote,

D. 1. h. transfer,

D. 1. i. initiate work assignments, and

D. 1. j. provide material for research.

Amended 2005-10-05

E. **PERFORMANCE EVALUATION-RELATED FORMS**

E. 1. **Form 2510**

E. 1. a. This form is used to evaluate all ranks/levels up to S/Sgt. and equivalent.

E. 1. b. The form must be completed to coincide with the member's anniversary date.

E. 1. c. When evaluating a recruit who is on field training, the form is submitted at two-, four- and six-month intervals. These forms are not entered on HRMIS.

E. 2. **Form 3302**

E. 2. a. This form is used to evaluate all Insp./Supt. and equivalent levels.

E. 2. b. This form is completed annually between January 1 and March 31, and must reach the DG, National Development and Resourcing Services by April 15.

E. 3. **Form 3770**

E. 3. a. This form is used to evaluate all executive levels.

E. 3. b. This form is completed annually in sufficient time to cover the fiscal year, and must reach the DG, National Development and Resourcing Services by March 31.

E. 4. **Form 1004**

E. 4. a. Each supervisor should record observed behavior of positive and negative performance.

E. 4. b. All entries on form 1004 are considered official notes. Each entry must be discussed with the member at the time of the incident and the member should be requested to initial and date the entry.

E. 4. c. The form is retained at unit level until the resolution of:

1. all grievances;

2. unsatisfactory performance; or

3. discharge/demotion proceedings under Part V, *RCMP Act*.

E. 4. d. The information contained on form 1004 is subject to the Privacy Act and Regulations.

1. The Act stipulates that information must be retained for a two-year period.

2. Provided E.4.c. does not apply, information may be destroyed before the expiration of the two-year period with the consent of the rater and member.

E. 5. **Form 2095**

E. 5. a. This form is used to request the correction/completion of missing parts of the original evaluation.

E. 6. **Form 3121**

E. 6. a. This form is used in the Public Service Performance Evaluation Program for PSEs.

Amended 2008-02-13

F. **FTEEC ASSIGNMENTS**

F. 1. **SRR**

F. 1. a. A SRR is evaluated by his/her division CO.

F. 1. b. The CO must forward the evaluation to Headquarters, ATTN: Staff Relations Program Officer for review and comment in Part VI.

F. 1. c. The Staff Relations Program Officer sends the evaluation to the Commissioner for comments in Part VIII, when necessary.

F. 2. **Secondment, Education, Training and Development and Special Project Assignments**

F. 2. a. An evaluation is submitted as outlined in Sec. G. and H.2.

F. 3. **Special Project Assignment/Secondment Outside the RCMP**

F. 3. a. An evaluation is submitted as outlined in G. and H.

F. 3. b. The member will notify his/her S&PO of the expected duration of the assignment and provide the name, title and address of his/her supervisor.

F. 3. c. The S&PO will request that an evaluation be submitted by the member's supervisor. The supervisor is provided with forms and the applicable policy.

F. 4. **Preretirement and Special Recruitment Assignments**

F. 4. a. No evaluation is required.

G. **COMPLETION PERIOD FOR AN ANNUAL EVALUATION**

G. 1. Submit the first evaluation on an RM when he/she has completed 12 months of service.

G. 2. Complete an evaluation on a probationary member who is undergoing short training periods, e.g. a CM taking part in an understudy program and a S/Cst. member or former member who has less than two years of service, at four-month intervals during the member's probationary period.

G. 2. a. An evaluation will coincide with the anniversary date.

H. **COMPLETION OF FORM 2510**

H. 1. **General**

H. 1. a. **Part I: Qualitative Assessment**

1. Completion of Part I is not required.

H. 1. b. **Part II: Promotability**

1. This part is not required for either an RM (S/Cst./S/Cst. members only) or a CM.

2. Recommendations for the Officer Candidate Program may be submitted by memo through channels at any time.

3. The rater must continue to indicate promotability of S/Cst. and S/Cst. members.

4. The rater may recommend a S/Cst. or S/Cst. Member under his/her command for promotion at any time.

5. The promotability of a S/Cst. or S/Cst. Member is rated by considering whether the member:

    1. has performed satisfactorily during the evaluation period;

    2. has demonstrated a willingness to improve himself/herself by learning new skills and acquiring knowledge, and assuming additional responsibilities including supervision and leadership; and

    3. is capable of assuming added responsibility at the next level.

H. 1. c. **Part III: Appearance**

1. This part must be completed.

H. 1. d. **Part IV: Narrative Assessment by Immediate Supervisor for an RM**

1. Except for an unsatisfactory performance, the narrative will be limited to one page.

2. The supervisor must include a brief summary of the member's key duties and responsibilities over the assessment period, the length of time and how well the duties were performed, the member's strengths, weaknesses, initiative, and if applicable, investigative abilities.

3. Current directives regarding full documentation of unsatisfactory performance will be maintained.

H. 1. e. **Part IV: Narrative Assessment by Immediate Supervisor for a CM**

1. See H.1.d.2. and 3.

2. There is no restriction on the length of the narrative.

3. It is essential that the narrative focus on the major duties of the member's position.

H. 1. f. **Part V: Ratee Acknowledgement**

1. Reserved for the member's comments and signature.

2. In a designated bilingual region, the member must acknowledge, in writing, whether or not he/she was given the choice of having the evaluation completed in either offici!l language.

H. 1. g. **Part VI: Remarks of Intermediate Supervisor**

1. This part is the sign-off authority for the form.

2. For a S/Cst. and S/Cst. Member, the intermediate supervisor must indicate his/her agreement/disagreement for promotability.

H. 1. h. **Part VII: Remarks of Line Officer/Branch Officer**

1. This part is required only in cases of unsatisfactory performance or assessment problems.

H. 1. i. **Part VIII: Remarks of HRO**

1. Completion of Part VIII is not required.

2. When appropriate, the HRO will comment regarding performance or the member's concerns.

Amended 2005-10-05

H. 2. **Rater**

H. 2. a. Before completing an evaluation to coincide with the member's anniversary date, you must have supervised the member (as an interim or regular supervisor) for at least four months.

1. If you supervised for less than four months, complete a narrative interim evaluation. Provide a copy of the narrative to the member and to the member's rater who will be completing the evaluation.

2. If you supervised for more than four months, complete the evaluation on form 2510 which may be supplemented by narrative assessments from previous supervisors.

H 2. b. If you or the member will be transferred and the member's evaluation:

1. is due within four months of the actual departure date, submit an evaluation report before the transfer takes place; or

2. is not due within the four months, complete a narrative interim evaluation. Provide a copy of the narrative to the member and send it to the member's rater who will be completing the form 2510.

H. 2. c. If an evaluation cannot be submitted, indicate the reasons in correspondence to your S&PO. Place a copy on the member's division and National Headquarters personnel files.

H. 2. d. When evaluating a member, regardless of his/her service:

1. Do not compare his/her performance against other members.

2. Support unsatisfactory performance with specific examples of observed actions and document them on form 1004. See E.4. and J.

3. Do not use a file caption which may identify an accused person/victim or divulge information likely to compromise any investigation, sensitive investigative methods/ procedures or the safety of a member.

H. 2. e. Evaluate the member on the basis of your:

1. observations;

2. knowledge of the member's duties;

3. consultation with others, e.g. other supervisors, the public, Crown attorneys, and forensic identification members; and

4. in the case of a member who works in a specialized function, consultation with managers of that function, Air Services, Forensic Identification Services.

H. 2. f. Do not evaluate the member in relation to previous evaluations. You must, however, cover the entire evaluation period.

H. 2. g. You must interview the member to discuss the performance evaluation.

1. Indicate clearly on form 2510 that the discussion took place and if all outstanding issues were discussed and considered.

H. 2. h. For the interview, have on hand any completed form 1004 and a tentatively completed form 2510.

H. 2. i. If the member refuses to sign or add his/her concerns/disagreements to Part V, write "Refused" in the space provided.

H. 3. **Member**

H. 3. a. During the evaluation interview, attempt to resolve any concerns/disagreements you might have with your immediate supervisor.

H. 3. b. Document your concerns/disagreements in Part V of form 2510.

H. 3. c. If you disagree with the comments after you receive the completed form, including Part VIII if applicable, you may submit a memo to add your concerns.

H. 3. d. If you wish redress by a formal grievance, you must make a formal submission within 30 days of receipt of a fully processed assessment.

NOTE: Form 2510 is not deemed completed until:

1. if no problems are identified, Part VI is signed; or

2. if problems are identified, Part VIII is signed.

Amended 2004-08-11

H. 4. **Intermediate Supervisor**

H. 4. a. Review form 2510.

H. 4. b. If no problems or changes are identified, your comments are not necessary.

H. 4. c. Before you make any recommendations for change, consult with the rater and member.

H. 4. d. Attempt to resolve any matters not previously cleared by considering the comments made by the rater and member.

H. 4. e. After consulting in person, by telephone or by correspondence, make necessary recommendations with supporting comments.

H. 4. f. After completing form 2510, forward:

1. in cases of satisfactory performance and no disagreements, the original and copy 2 to the S&PO and return copy 3 to the rated member; or

2. in cases of unsatisfactory performance or any matters not previously cleared, in triplicate to the Line Officer/Branch Officer.

Amended 2005-10-05

H. 5. **Line/Branch Officer**

H. 5. a. Only in cases of unsatisfactory performance make appropriate comments on form 2510 and forward in triplicate to your S&PO.

H. 6. **S&PO**

H. 6. a. Ensure assessments are completed. Monitor the reporting of unsatisfactory performance and address the rated member's concerns.

H. 6. b. If no adjustments are recommended or if no disagreements or performance problems are noted, you do not have to complete Part VIII. Assessments are to be PA'd to file without further processing.

H. 6. c. Where a disagreement exists between the rater and member, ensure the intermediate supervisor and, if applicable, the Line Officer/Branch Officer has attempted to resolve any points of contention and made recommendations after consulting the rater and the member.

H. 6. d. If adjustments are recommended or disagreements noted:

1. Attempt to resolve any matters not previously cleared by considering the comments of both the rater and member, and any recommendations made by the intermediate supervisor and, if applicable, Line Officer/Branch Officer.

2. After consultation in person, by telephone or correspondence, make the necessary change without further consultation.

3. You may also delete or alter comments in any parts of form 2510.

4. Provide full details for changes or adjustments in Part VIII.

H. 6. e. Ensure that performance evaluations which note unsatisfactory performance are monitored and comply with existing directives.

H. 6. f. If applicable, immediately following the review and completion of the form, send copy 3 to the rated member.

I. MONITORING PROCESS

I. 1. The Performance Evaluation Unit, National Staffing Policy Branch, will:

I. 1. a. monitor the operation of the Performance Management System;

I. 1. b. amend the evaluation records after a grievance is upheld; and

I. 1. c. review or approve other requests to amend evaluation records on the merit of each case.

J. UNSATISFACTORY PERFORMANCE

J. 1. General

J. 1. a. Form 1004 or other documentation must be used to support discharge or demotion proceedings on the grounds of unsuitability under Part V, *RCMP Act*.

J. 1. b. Except for any informal or formal disciplinary action, all unsatisfactory performance must be documented.

J. 1. c. A Notification of Shortcomings is not required for a probationary member.

1. The appropriate officer can proceed directly with a notice of intention to discharge.

J. 1. d. The following web sites contain guides and resources addressing unsatisfactory performance:

1. Manager's Collaborator, an interactive self-directed tool;

2. *RCMP Employee's Handbook - Developing your Learning Strategy*, listed under Development Activities;

3. *RCMP Supervisor's Handbook - Helping your Employees Develop a Learning Strategy*, listed under Development Activities; and

4. United States Office of Personnel Management, using the search phrase "addressing and resolving poor performance."

J. 2. **Supervisor**

J. 2. a. If, after normal supervision, a member's performance has repeatedly failed to meet the minimum acceptable standard for the rank or category, refer to App. 2-2, PROCEDURE A, and App. 2-3.

J. 2. b. If a member reaches a satisfactory performance level, after previous progress reporting or a Notification of Shortcomings, but his/her performance is not maintained at a satisfactory level, See App. 2-2, PROCEDURE B, and App. 2-3.

J. 2. c. Include in the report:

1. details of the unsatisfactory performance;

2. oral/written advice given the member, including performance expected during the monitoring period;

3. action taken to provide reasonable guidance, assistance and supervision;

4. how the member responded to the advice and corrective action; and

5. conclusions and recommendations.

J. 2. d. To overcome the member's shortcomings, you may recommend:

1. specific training;

2. professional assistance, if the shortcomings are the result of emotional, physical or financial stress, alcohol or drug abuse;

3. a transfer; or

4. other corrective action.

J. 2. e. Discuss the progress report and provide the member with a copy.

1. Have the member initial and date each page of the progress report.

2. Inform the member that his/her progress will continue to be monitored.

3. Note the result of your discussion on the progress report.

J. 3. **Immediate Officer**

J. 3. a. Refer to App. 2-2 and 2-3.

J. 4. **CO for Officers, HRO for All Other Members**

J. 4. a. Refer to App. 2-2 and 2-3.

J. 4. b. For a member, other than a probationary member, who has not shown satisfactory improvement, prepare a Notification of Shortcomings. Include:

1. the details of the shortcomings;

2. the steps the member must take to achieve a satisfactory performance level;

3. a statement that the member is being granted three months from the date of service of the Notification of Shortcomings to correct his/her performance deficiencies;

4. the fact that the member's progress will be closely monitored, that reasonable assistance, guidance and supervision will be given in an attempt to correct the shortcomings, and that a report on the member's progress will be submitted at the end of the specified period; and

5. a statement that failure to improve, and then maintain a satisfactory performance level, will result in discharge or demotion procedures being implemented.

J. 4. c. Until a decision is made, retain all documentation on the division personnel file.

Amended 2004-02-25

K. INSPECTOR/SUPERINTENDENT AND EQUIVALENT LEVELS PERFORMANCE EVALUATION

K. 1. **General**

K. 1. a. The A/Commr., National Development and Resourcing Services is responsible for monitoring this system.

K. 2. **Rater**

K. 2. a. A narrative should include:

1. a clear and full description of the member's key duties and responsibilities over the assessment period, and how well the duties were performed; and

2. your assessment of the member's promotability regardless of his/her standing with regard to the C/Supt. assessment process and, if appropriate, an assessment of the member's potential for executive rank.

K. 3. **CO/Director**

K. 3. a. Select an evaluation category from App. 2-4, on the basis of:

1. the narrative assessment;

2. first-hand knowledge of the member's performance; and

3. in the case of a larger directorate or division, input from other members.

K. 3. b. You are limited to placing a maximum of thirty percent of your members in the superior/outstanding category irrespective of rank. Of these, no more than five percent of this group are to be recommended for potential executive development.

1. Ensure recommendations for executive development are clearly stated as part of the performance evaluation.

NOTE: At National Headquarters, D/Commrs. will assign these ratings in consultation with their directors for the officer level members within their responsibility area.

Amended 2005-10-05

L. COMMISSIONER'S MANDATE SYSTEM FOR SENIOR MANAGEMENT EXECUTIVE

L. 1. **General**

L. 1. a. When making an appointment to a position outlined in C.10., the Commr. will issue a mandate letter covering his/her expectations of the appointee.

L. 1. b. The mandate letter will include a request that the appointee report his/her progress by a specified date and each subsequent year by Dec. 31.

1. Any outstanding or new issues must also be included in the progress letter with a plan outlining how these issues will be achieved.

L. 1. c. On behalf of the Commr., the senior officer doing the appointee's pre-evaluation interview will review and discuss the appointee's progress and as required, will liaise with responsibility centers.

L. 1. d. During the performance evaluation, the Commr. will incorporate any mandate revisions and new expectations.

L. 1. e. This process will be repeated for each subsequent year of the appointment.

L. 2. **DOS&P**

L. 2. a. Notify the DCS of all new appointments outlined in C.10.

L. 3. **D/Commr. Corp. Mgt./Delegate**

L. 3. a. To obtain the issues and expectations which will be included in the mandate letter to a D/Commr., interview the Commr.

L. 4. **DCS/Delegate**

L. 4. a. To obtain the issues and expectations which will be included in the mandate letter to a CO/Director/OIC RCMP Training Academy, interview each D/Commr. at Headquarters.

L. 4. b. Incorporate any concerns of the DF&S and the DAE.

1. If suggested by the Commr./D/Commr., obtain additional direction from other sources.

L. 4. c. Before you prepare the draft mandate letter, contact the appointee to determine his/her language of preference of the letter.

L. 4. d. Prepare the draft mandate letter for the approval and signature of the Commr.

1. Outline the issues and expectations and include the date the progress letter is required.

2. Send the draft letter to the D/Commr. Corp. Mgt. for review.

L. 4. e. Establish a registry and diary date system to maintain control of the issuance of the mandate letters.

L. 5. **D/Commr./CO/Director/OIC RCMP Training Academy**

L. 5. a. If you want further elaboration on any of the issues or expectations contained in your mandate letter, contact the senior officer named in your letter.

L. 5. b. By the date specified in your initial letter, submit a progress letter to the Commr.

1. Address all issues and expectations and outline the action taken, being taken, or to be taken, and the milestones for achievement.

L. 5. c. During your pre-evaluation interview, discuss any issues with your senior officer to determine whether existing expectations need revising or new expectations must be added to your mandate.

L. 5. d. By Dec. 31 for each subsequent year of your appointment, submit a progress letter

to the Commr. including the items outlined in L.5.b.1.

1. Also follow the procedures outlined in L.5.c.

M. SENIOR MANAGEMENT EXECUTIVE PERFORMANCE EVALUATION

M. 1. Senior Executive Performance Evaluation and Review Committee

M. 1. a. Review the annual performance evaluations of all senior executives.

M. 1. b. Recommend an overall performance evaluation category.

M. 1. c. Forward the evaluations and your summary report to the Commr.

M. 2. DOS&P

M. 2. a. Retain the original evaluation on the member's personnel file.

M. 2. b. Send the duplicate of the evaluation through channels to the member.

M. 2. c. Provide the OIC Classification and Compensation Br. with a summary of performance evaluation categories.

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1995-08-11

N. PUBLIC SERVICE PERFORMANCE MANAGEMENT PROGRAM

N. 1. General

N. 1. a. The performance management cycle occurs as follows:

1. The review period corresponds with the fiscal year and form 3121 is due no later than May 15 of each year.

2. Objectives are planned at the beginning of the review period covering what is to be done and how it is to be done.

3. The supervisors and employees engage in ongoing discussions throughout the review period on work objectives and performance.

4. At the end of the review period, the supervisor provides each employee with a comprehensive verbal or written review. Form 3121 is completed for each employee. See E.6.

5. Form 3121 is examined and signed by a reviewing officer.

    1. The reviewing officer is normally a classification level higher than that of the supervisor.

Amended 2008-02-13

N 2. **Supervisor**

N. 2. a. Ensure your employees are provided with information on the Performance Management Program and are familiar with the cycle.

N. 2. b. In consultation with each employee, establish, in writing, work objectives and expected results at the beginning of the review period.

1. Revise them as required to respond to new or emerging situations.

NOTE: The establishment of work objectives and results expected should be linked to the organizational goals of the unit and to the duties of the position.

N. 2. c. Provide employees with the resources, tools and guidance required to achieve their work objectives.

N. 2. d. Provide, on an ongoing basis, feedback concerning the achievement of work objectives by creating opportunities for such feedback.

1. Encourage the employee to participate actively in these discussions.

N. 2. e. Deal with employee performance issues and follow-up activities in a timely manner.

N. 2. f. At the end of the performance management cycle, complete form 3121.

1. Provide the employee with a comprehensive review consisting of a verbal or written summary of the ongoing feedback.

1. Feedback should include recognizing the employee's achievements as well as discussing areas for improvement.

N. 2. g. Attach a written performance management report to form 3121 for:

1. all employees who request one;

2. any employee, at the supervisor's discretion;

3. any employee who is new to the Public Service, six weeks prior to the end of the probationary period;

4. any employee who is, or will be, in a workforce adjustment situation; and,

5. any employee who has demonstrated unsatisfactory performance.

N. 2. h. Forward form 3121 to the reviewing officer.

N. 2. i. When reviewed and returned, give a copy to the employee and forward the original to your PS Human Resources Consultant.

N. 3. **Employee**

N. 3. a. Contribute actively to the development and ongoing update of your performance objectives and ensure you understand what is expected of you.

N. 3. b. Advise your supervisor of your needs in terms of work instruments and tools required to carry out your work objectives.

N. 3. c. Participate in performance feedback discussions.

N. 3. d. Initiate performance feedback discussions as a result of new or changed circumstances and seek clarification and guidance if required.

N. 3. e. Use the opportunity during ongoing feedback to make your training needs and career aspirations known.

N. 3. f. Follow up on action agreed to during the feedback.

N. 3. g. Before the annual comprehensive review, indicate to your supervisor if you want to have a written performance management report.

NOTE: Employees wishing to have a written record of their accomplishments and performance are encouraged by management to request one.

N. 4. **Reviewing Officer**

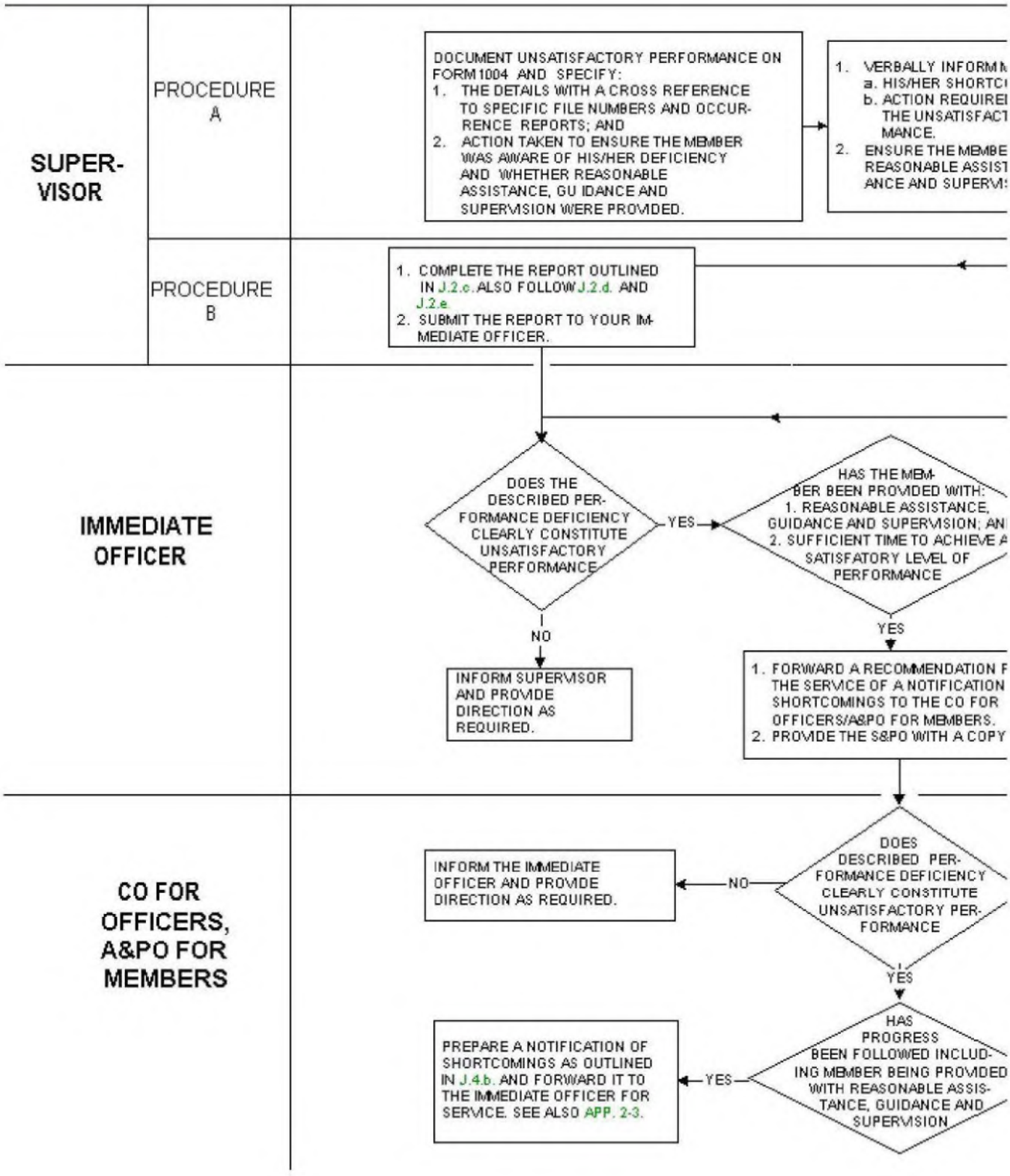
N. 4. a. Review form 3121 to ensure that the program requirements are being met and the written report, if one is prepared, is accurate, fair and equitable.

N. 4. b. Make changes, if required, to the attached report following consultation with the person who completed the report.

CAREER MGT. MANUAL
APPENDIX 2-2

FRANÇAIS

PROGRESS REPORTING FOR UNSATISFACTORY PERFORMANCE



Mass Casualty Commission Exhibit

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1996-02-09

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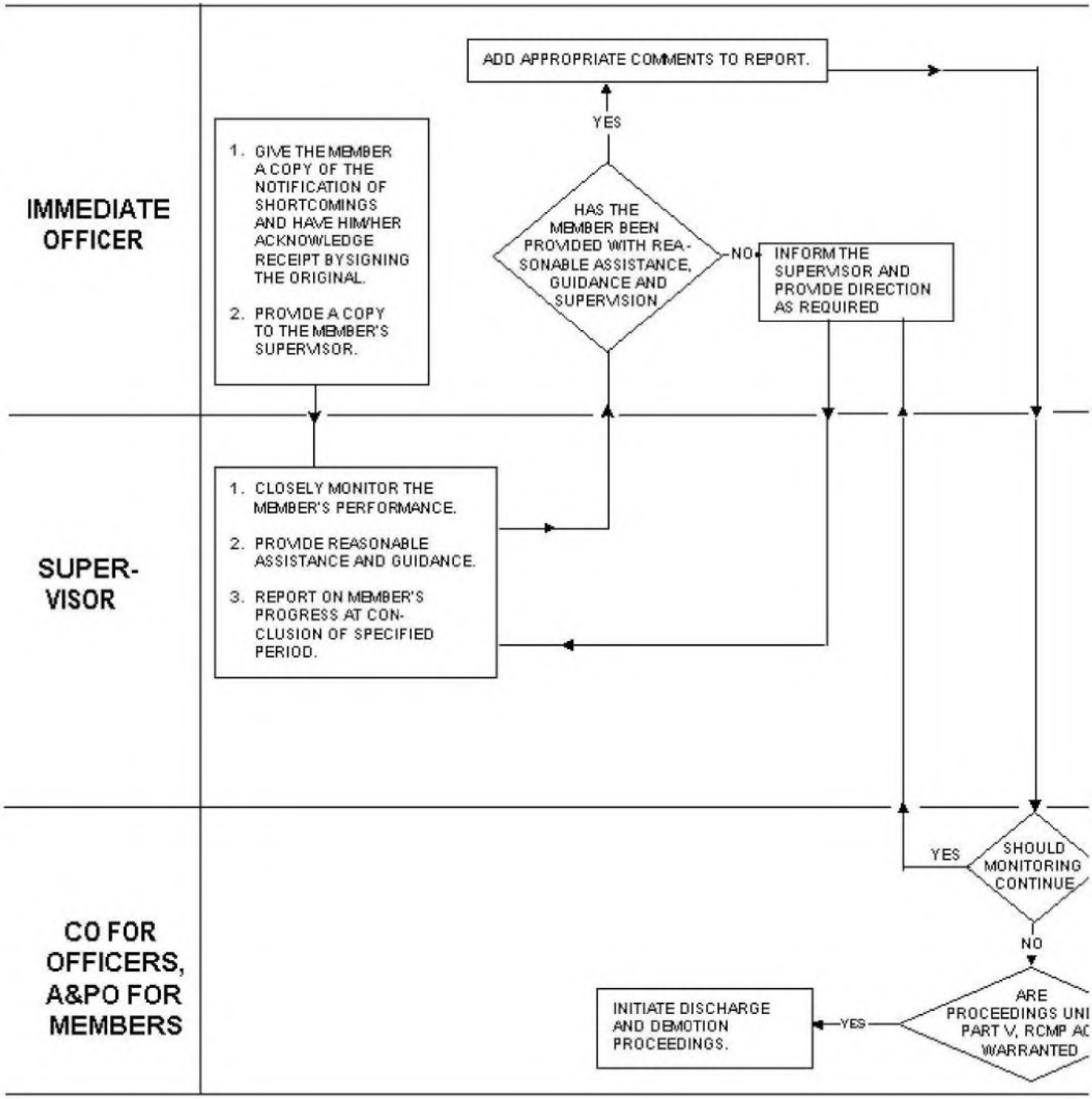
CAREER MGT. MANUAL
APPENDIX 2-3

FRANÇAIS

SERVICE OF NOTIFICATION OF SHORTCOMINGS



CAREER MGT. MANUAL
APPENDIX 2-4
FRANÇAIS

EVALUATION CATEGORY GUIDE - INSP./SUPT.

1. **Unsatisfactory**

a. This performance category is used when an individual does not meet one or more of the fundamental requirements of the position.

b. Possible indicators of unsatisfactory performance are:

1. quality of the work depicts serious shortcomings or the quantity produced is below what is acceptable, and the results are inadequate;

2. due dates are often missed;

3. lack of understanding of job after review with the supervisor;

4. insufficient attempt or lack of ability to improve and little initiative in work and accomplishment; and

5. working relationships with others are poor to the point of being seriously detrimental to the work.

2. **Satisfactory**

a. This performance category represents work performance which, overall, is sufficient.

b. The fundamental requirements of the position have been discharged in an adequate manner. Many of the expectations and results, as previously considered by the supervisor and the subordinate, have been met.

c. Examples might be that:

1. work has been generally completed on schedule but, in some instances, time frames have been exceeded;

2. member has on occasion required additional direction and overseeing;

3. most policies and procedures have been understood but some objectives have not been realized.

d. There is a recognizable requirement for additional development or refurbishing of skills and knowledge,

especially in order for the performance level to become **fully satisfactory**.

3. **Fully Satisfactory**

a. This performance category represents thorough competence and adeptness.

b. The criteria and expectations which have been established by the supervisor with the subordinate have,
without any significant exceptions, been met and may sometimes have been exceeded.

c. Examples might be:

1. always completes work on time and within budget;

2. works within agreed upon responsibilities and objectives;

3. policies and procedures are clearly understood and successfully applied;

4. thoroughly comprehends and contributes to the role and mission of the work unit; and

5. copes with more important problems.

d. In summary, this level of performance consistently meets all of the requirements of the position.

4. **Superior**

a. This performance category represents significant and tangible breakthroughs in work over the course of
of the performance period beyond the competent level.

b. This is designated when an employee's performance is generally beyond the requirements of the position
and the criteria established.

c. Examples might be that the employee:

1. always completes work on time and within budget, and frequently ahead of both;

2. performs work well independently;

3. identifies solutions to most problems and responsibilities;

4. successfully manages several activities or projects within the same time frame;

5. identifies areas where practices or policies might be improved; and

6. demonstrates initiative in work, etc.

d. In summary, performance results in this category clearly move the work of the unit ahead.

Mass Casualty Commission Exhibit

5. **Outstanding**

a. This performance category represents achievement which is consistently and substantially beyond what is normally expected of an employee in the position.

b. This classification is selected when an employee's performance results and the way they were achieved far exceed, in terms of quality and quantity, the results previously established.

c. Examples might be:

1. work is usually completed ahead of schedule;

2. impact upon the unit is extraordinary in terms of amount and quality of work accomplished;

3. significant developments are made which advance the state of the organization;

4. the employee consistently identifies the needs of the organization and devises innovate solutions to significant problems;

5. the use of financial and human resources is exemplary.

d. In summary, performance results in this category are clearly recognized within the work group and organizational unit as a model of excellence.

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1993-08-20

2021-07-30
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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - ch. 3. Transfers and Deployments

CMM 3 - Bulletins

Directive Amended: 2017-10-17

For information regarding this policy, contact National Staffing Program, Workforce Programs and Services, Human Resources.

1. Policy
2. Definitions
3. General
4. Transfer Planning
5. Community Participation
6. Transfer Implementation
7. Reporting Transfers and Other Changes
8. Interviews
9. Technical Assessments
10. Limited-Duration/Isolated Posts
11. Cadets/Newly Engaged Members
12. Medically Restricted Members
13. Staffing of Bilingual Positions
14. Unit Residency Requirements
15. Pregnant Members
16. Compassionate Transfers
17. Secondments

App. 3-1 Guidelines for Compassionate Transfers

App. 3-2 Interview Codes

App. 3-3 Staffing Transaction Administration in HRMIS

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1. Policy

1. 1. Members

1. 1. 1. The Delegated Manager for HR/delegate has the authority to approve transfers to and within his/her division, provided the transfers do not involve centralized positions or officer/officer equivalent positions.

1. 1. 2. The Delegated Manager for HR/delegate, National Headquarters, approves transfers involving centralized positions.

EXCEPTION: The Delegated Manager for HR/delegate, "Depot" Division, approves transfers for "Depot" Division centralized positions located in Regina.

1. 1. 3. A line officer/delegate has authority to implement intrafunctional transfers of members below the rank of officer/officer equivalent. Intrafunctional transfers are subject to final review by the Delegated Manager for HR.

1. 1. 4. An inter-divisional transfer may not be approved unless both Delegated Managers for HR/delegates, i.e. the sending and receiving divisions, agree.

1. 1. 5. The following positions are identified as centralized positions and must be staffed using an RCMP-wide search:

1. 1. 5. 1. Air Services;

1. 1. 5. 2. Counter-Technical Intrusion;

1. 1. 5. 3. Special I, except LES-IM and SPS-SAT;

1. 1. 5. 4. Security Engineering;

1. 1. 5. 5. Informatics, except SPS-CP-01 and 02, SPS-ETEC-03 to 05 inclusive, and Cst. and Cpl.;

1. 1. 5. 6. CPIC Field Operations;

1. 1. 5. 7. Forensic Identification Services;

1. 1. 5. 8. Police Dog Services;

1. 1. 5. 9. "Depot" Division, ("T" Budget);

1. 1. 5. 10. Canadian Police College;

1. 1. 5. 11. Musical Ride;

1. 1. 5. 12. Explosives Disposal/Technology Services;

1. 1. 5. 13. International Liaison Officers;

1. 1. 5. 14. Canadian Air Carrier Protective Program (CACPP); and

1. 1. 5. 15. all positions at National Headquarters.

1. 1. 6. The responsible Delegated Managers for HR/delegates will identify volunteer members RCMP-wide for transfers into "G", "M", and "V" divisions.

1. 1. 6. 1. The posting preference of a member after he/she has completed a northern tour of duty will be discussed and documented before he/she is selected for transfer to "G", "M", or "V" Division. Every effort will be made to arrange a mutually agreeable transfer.

1. 1. 7. A member completing his/her tenure on the Musical Ride, at "Depot" Division or the Canadian Police College, will normally return to his/her former staffing region.

1. 1. 8. Before being declared a successful candidate for a CM Criminal Intelligence Analyst opportunity abroad, the selected candidate, CDRA, and a representative from the International Liaison and Deployment Centre (ILDC) will discuss and document a return posting arrangement. If the duration of the transfer abroad is extended, the return posting arrangement will be reviewed and agreed to, before the extension is finalized.

1. 1. 8. 1. The successful candidate is deemed releasable from his/her current position and division.

1. 1. 9. The decision to fill a position laterally or by promotion will be made by the Delegated Manager for HR/delegate.

1. 1. 10. When the decision has been made to fill a position by promotion, the staffing action will be concluded by way of promotion unless the lateral member being considered for the position became a priority for placement after the promotion process began, or the transfer of the member being considered will allow the placement of a member who became a priority for placement after the promotion process began.

1. 1. 10. 1. For the purpose of this section, the decision to fill a position by promotion is deemed made when the career manager contacts a candidate to be considered by the selection committee, and the staffing action is deemed concluded when the transfer notice is approved by the Delegated Manager for HR/delegate.

1. 1. 11. Before filling a position laterally or by promotion, consideration will be given to priority members, as outlined in ch. 7.

1. 1. 12. Members with an immediate family/relative relationship to each other will not be posted or located where one holds an immediate supervisory position over the other.

1. 1. 13. If a member is being considered for medical discharge, the RCMP will make every effort to identify alternate employment opportunities within the organization for the member, according to the member's qualifications and medical restrictions. See AM ch. II.37.

1. 1. 14. A member may refuse a transfer if he/she can demonstrate to the Delegated Manager for HR/delegate a valid reason to do so. Valid reasons normally are:

1. 1. 14. 1. a serious medical problem of the member or one of his/her immediate family;

1. 1. 14. 2. inappropriate educational facilities up to and including the secondary level;

1. 1. 14. 3. the absence of schooling facilities in the official language to which the member's dependents are entitled; or

1. 1. 14. 4. serious financial difficulties.

1. 1. 15. The presentation of a grievance or an appeal will not suspend or otherwise delay the transfer process.

1. 1. 15. 1. In such cases, the Career Development and Resourcing office will issue a notification to the member acknowledging receipt of the grievance or appeal, and indicate a report-for-duty date to the new location.

1. 1. 15. 2. Should the transfer involve a cost move, the member will engage Relocation Services in accordance with Integrated Relocation Policy provisions. See FMM ch. 9.5.

1. 1. 15. 3. Should the member fail to report to the new location by the report-for-duty date indicated on the notification, consideration will be given to administrative discharge. See Part 2, Sec. 6(b), *Commissioner's Standing Orders (Employment Requirements)* and Sec. 20.2(f) and (g), *RCMP Act*.

1. 1. 16. The cost of a lateral transfer of a member who has served more than three consecutive years in non-contract positions within "N", "S", or "T" budget will normally be funded centrally.

1. 1. 17. The Delegated Manager for HR will consider employee misconduct and other relevant information and determine a member's eligibility to continue in a staffing action, taking into account the expanded disclosure obligations of the police in relation to employee misconduct, in accordance with the Supreme Court of Canada's ruling in R. v. McNeil, 2009 SCC 3.

1. 1. 18. If a transfer has not formed part of the measures imposed in the conduct process in a case dealing with sexual misconduct in the workplace or sexual misconduct in relation to any work-related activities, the Delegated Manager for HR will determine if a transfer of the member is appropriate, taking into account all circumstances and the need to safeguard the health and wellness of all affected employees.

1. 1. 19. A decision to reinstate a suspended member must be submitted in writing and served on the subject member, with a copy provided to the CO and Delegated Manager for HR without delay. The reintegration of the suspended member must be done in consultation with the CO and the Delegated Manager for HR.

2. Definitions

2. 1. **Blocked position** means a position reserved for a specific member.

2. 2. **Centralized position** means a member position referred to in sec. 1.1.5. which must be staffed using an RCMP-wide search.

2. 3. **Decentralized position** means a member position which is not referred to in sec. 1.1.5., and is therefore not required to be staffed using an RCMP-wide search.

2. 4. **Delegated Manager for HR** means an officer level/equivalent or senior NCO, who is responsible for the Human Resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 5. **Final review** means an administrative review of employee self-disclosure information, Employee Disclosure for Final Review, Form 6430, and other relevant information, by the Delegated Manager for HR, to determine eligibility of an employee to continue in a staffing action, having regard to R. v. McNeil, 2009 SCC 3, disclosure requirements of OM ch. 20.1., and the factors outlined in sec. 3.9.2.1. to 7.

NOTE: The relevance of any prior finding that the member has contravened the Code of Conduct, to the position in question, will be assessed on a case-by-case basis.

2. 6. **Immediate family** means a spouse or cohabiting partner and all children for whom a member is legally responsible.

2. 7. **Immediate relative** means the father, mother, or legal guardian with parental status of the member or of his/her spouse.

2. 8. **Incumbent of a position** means:

2. 8. 1. the member who occupies the position on a permanent basis and who is not under transfer, or

2. 8. 2. the member for whom the position has been blocked.

2. 9. **Intrafunctional transfer** means a lateral no-cost transfer of a member between positions within a line officer's area of responsibility.

2. 10. **Line Officer** means the incumbent of the first commissioned officer/officer equivalent position in the chain of command above the member's position/occupation.

2. 11. **Staffing region** means a geographically defined region, identified by a grouping of specific alphabetic indicators contained within a position's location code. The staffing regions are as follows:

2. 11. 1. Pacific Staffing Region - location codes commencing with the letters E and M.

2. 11. 2. North West Staffing Region - location codes commencing with the letters D, F, G, K, V, and R400.

2. 11. 3. Central Staffing Region - location codes commencing with the letters O, C, and A (except those belonging to collator codes N, S, or T).

2. 11. 4. Atlantic Staffing Region - location codes commencing with the letters B, H, J, and L.

NOTE: Positions with location codes X, R600, or A, which belong to collator codes N, S, or T, do not form part of a specific staffing region. Candidates who occupy these positions must be considered in accordance with ch. 4, sec. 10.4.2. and 10.4.3.

3. General

3. 1. For officers and officer equivalents, see EOM ch. 1.1.

3. 2. In the lateral transfer planning process, although the member's personal circumstances and aspirations will be considered, the organizational needs of the RCMP take precedence.

3. 3. Before a transfer is ordered, the members affected will be consulted and their views will be recorded. Notification of Transfer Planning, Form 1272, may be used for this purpose.

3. 4. A member must inform his/her Career Development and Resourcing Advisor (CDRA) of any condition affecting his/her mobility.

3. 5. Transfer requests based on compassionate grounds will be evaluated as outlined in sec. 16. and following the guidelines in App. 3-1. See also AM ch. II.37.

3. 6. A member who belongs to a designated group is encouraged to self-identify using the RCMP Workforce Survey Questionnaire, Form 3501.

3. 7. A member will normally not be considered for a transfer before the expiration of three years unless operational or administrative needs exist.

3. 8. The Delegated Manager for HR will establish divisional directives required to process the transfer of members efficiently and will ensure data is entered on the Human Resource Management Information System (HRMIS) in accordance with established procedures.

3. 9. All RMs, CMs, S/Csts., and S/Cst. members being considered for a transfer will be subject to a final review.

3. 9. 1. Upon request, an employee will submit Form 6430 completed in accordance with OM Part 20.

3. 9. 2. When employee misconduct, or an allegation of misconduct, is disclosed on Form 6430, the employee may include a rationale justifying his/her continuation in the staffing action. When preparing the rationale, the employee should have regard to the Supreme Court decision R. v. McNeil, 2009 SCC 3, disclosure requirements of OM ch. 20.1., and consider addressing the following factors:

3. 9. 2. 1. the seriousness of the allegation or the incident leading to the finding of misconduct;

3. 9. 2. 2. public perception;

3. 9. 2. 3. for an ongoing internal/statutory investigation, the amount of evidence available;

3. 9. 2. 4. the time elapsed between the incident and the selection;

3. 9. 2. 5. any remedial action the member may have taken in the interim;

3. 9. 2. 6. the type and nature of duties to be performed at the new rank/level and in the position being staffed and any relationship with the allegation or finding of misconduct; and

3. 9. 2. 7. any other factor the Delegated Manager for HR deems relevant and appropriate.

3. 9. 3. An employee not advancing in the staffing action as a result of the final review will receive a written decision and rationale from the Delegated Manager for HR. The security classification of the correspondence will normally be Protected B.

3. 9. 4. A copy of the decision and rationale must be retained on the staffing action file in a sealed envelope.

3. 9. 5. When an inter-divisional candidate is not selected due to a final review, the sending Career Development and Resourcing (CDR) office will be advised.

NOTE: A copy of the decision and rationale will not be sent to the CDR office.

3. 9. 6. Form 6430 will be retained on the staffing action file in a sealed envelope.

4. Transfer Planning

4. 1. General

4. 1. 1. Consultation with the Delegated Managers for HR/delegates and program managers concerned is part of the staffing process.

4. 1. 1. 1. The Delegated Manager for HR will conduct a final review to determine a member's eligibility to continue in a staffing action, having regard to R. v. McNeil, 2009, SCC 3, disclosure requirements of OM ch. 20.1., and the factors outlined in sec. 3.9.2.1. to 7. The relevance of any prior finding that the member has contravened the Code of Conduct, to the position in question, will be assessed on a case-by-case basis.

NOTE: The CDRA may review Form 6430 for the selected candidate. When misconduct or an allegation of misconduct has been disclosed by the member, the form will be forwarded to the Delegated Manager for HR for decision. If no disclosure is made, there is no requirement to forward Form 6430 to the Delegated Manager for HR.

4. 1. 1. 2. The Delegated Manager for HR may consult as necessary, e.g. Professional Standards, Staff Relations Representative, line officer/selecting manager, in considering his/her decision and in the preparation of rationale.

4. 1. 2. When staffing a position, HRMIS is the primary means for identifying interested/qualified members.

4. 1. 2. 1. If the position is advertised, all the members responding to the advertisement will also be considered.

4. 1. 3. Managers will ensure that salary funds are available before submitting a request for staffing.

4. 1. 4. When a member receives Form 1272 and indicates on it his/her acceptance of the proposed plan, it is not a guarantee that he/she will be transferred into the indicated position.

4. 1. 5. In order to eliminate transfers made to the discretion of the receiving CO, the posting will normally be determined before the transfer is ordered.

4. 2. Delegated Manager for HR/Delegate

4. 2. 1. When considering a member for a position, examine all relevant factors including the job requirements, security level, medical profile, language profile, and final review.

4. 2. 2. When deciding to recommend or to reject a proposed transfer, consider all relevant factors including the:

4. 2. 2. 1. member's personal circumstances;

4. 2. 2. 2. HSO's comments (if applicable);

4. 2. 2. 3. needs of the RCMP;

4. 2. 2. 4. feasibility of transferring the member, e.g. transfer expenses, the availability of salary funds;

4. 2. 2. 5. results of a final review; and

4. 2. 2. 6. results of external consultation, e.g. contracting partner, regarding all transfers of members involved in high profile or egregious circumstances where the reputation of the RCMP may be scrutinized. Once the consultation has occurred, document your actions on the staffing action file.

4. 2. 3. When requested to consider the transfer of a member to your division, if you agree, order the transfer, or if you disagree, reject the proposed transfer and provide your rationale.

4. 2. 4. When an inter-divisional transfer you requested is rejected, and you are of the opinion that the transfer should proceed, refer the matter to the Chief Human Resources Officer (CHRO)/delegate.

5. Community Participation

5. 1. General

5. 1. 1. The provisions of this section and ch. 4., sec. 11. are exceptions to the normal staffing process and can only be applied at the request of a community representative/contract partner.

5. 1. 2. In accordance with the Provincial/Territorial policing agreements and Community Tripartite Agreement (CTA), when a detachment/district/area commander position is to be filled, a community representative/contract partner may participate in the selection process by identifying policing priorities and cultural sensitivities, recommending qualifications and additional job requirements, and may have direct involvement by identifying one representative to participate as a member of the Community Participation Interview (CPI) Committee.

5. 1. 2. 1. When required, a 2285 committee will be convened. See ch. 4., sec. 10.5.1.

5. 1. 3. "Direct Involvement" means that a community representative/contract partner participates as a member of the CPI Committee.

5. 1. 4. All detachment/district/area commander positions can be staffed in accordance with the provisions in this section.

5. 1. 5. All expenses related to direct involvement, including the cost of the CPI, will be borne by the communities.

5. 1. 6. The line officer will consult with the community representative/contract partner and determine the desired number of candidates, between three and seven, to be advanced to the short list. If fewer than the desired number of candidates is available, the process will go forward with those candidates identified. If the process yields only one candidate, no CPI is required.

5. 1. 7. Normal staffing processes, including the Priority Administration process, will be used to identify interested and qualified lateral candidates.

5. 1. 8. The job advertisement will advise members that a CPI will be required and that a community representative/contract partner will have direct involvement.

5. 1. 8. 1. If a position is not advertised, candidates will be advised of the selection process through direct communication.

5. 2. Community Participation Interview

5. 2. 1. Candidates' personnel files, service files, and application documents, i.e. applications, CVs, competency résumés, covering letters, employee conduct disclosure forms, will not be made available to the CPI Committee.

5. 2. 2. The CPI Committee will consist of the appropriate line officer/delegate, one community representative/contract partner, and one Subject Matter Expert at or above the rank of the position being staffed. A SRR may sit as an observer.

5. 2. 3. Candidates will be provided with the names of the Committee members. If a candidate objects to the participation of any of these members, the reasons must be submitted, in writing, to the CDR office. If the Delegated Manager for HR/delegate agrees, an alternate member will be named.

5. 2. 4. When evaluating the candidates, the Committee members will consider only the information obtained during the CPI.

5. 2. 5. All candidates will be rank-ordered by the Committee.

5. 2. 6. The Committee members must attain majority agreement concerning the rank-ordering of candidates.

5. 2. 7. The CPI will not be recorded. Notes made by the Committee members during the interview and the candidate comparison process will be retained on file.

5. 2. 8. A Committee member who has a concern about the rank-ordering of candidates and who wishes to inform the Delegated Manager for HR/delegate accordingly, will submit his/her comments, in writing, at the same time the CPI Committee results are submitted.

5. 3. Line Officer/Delegate

5. 3. 1. Before initiating the staffing process, liaise with the community representative/contract partner to:

5. 3. 1. 1. obtain, in writing, their policing priorities, cultural sensitivities, and any qualifications and/or additional job requirements they may desire in addition to those required by the job code;

5. 3. 1. 2. explain the regular RCMP staffing process;

NOTE: If you are not fully familiar with the process, consult with CDR first.

5. 3. 1. 3. inform them that if they wish to have direct involvement, only one individual representing all the communities involved may participate as a member of the CPI Committee;

5. 3. 1. 3. 1. obtain, in writing, from the community representative/contract partner requesting direct involvement, the name of the individual they choose to represent them on the CPI Committee, when more than one community is involved for one position.

5. 3. 1. 4. inform them that if they wish to have direct involvement in the process, they may be required to participate in a subsequent CPI, e.g. need for redress.

5. 3. 1. 5. advise them that they are responsible for paying for all expenses related to their direct involvement, including the cost of the CPI and, if necessary, any subsequent CPI; and

5. 3. 1. 6. provide them with a copy of sec. 5.2.

5. 3. 2. Indicate on Request for Staffing a Member Position, Form 2285, that a CPI will be held and the desired number of candidates to be advanced to the short list. See sec. 5.1.6.

5. 3. 3. Develop the CPI questions and benchmarks. Consult with the community representative/contract partner and CDR, as required.

5. 3. 4. Consider the recommendation of the CPI Committee together with information from the candidates' application documents, and identify the recommended candidate whom you have determined as being the right fit.

5. 4. OIC/IC, Career Development and Resourcing/delegate

5. 4. 1. Assist the line officer/delegate in developing the CPI questions and benchmarks in consultation with the community representative/contract partner.

5. 4. 1. 1. Ensure the questions and benchmarks are appropriate before approving.

5. 4. 2. Monitor the transferability and promotability of the candidates throughout the process and take the appropriate action when necessary.

5. 4. 3. Identify potential Committee members and provide them, including the community representative /contract partner, with an information package including the Structured Interview Guide, and a copy of sec. 5. and ch. 4., sec. 11.

5. 4. 4. Ensure that Confidentiality Agreement, Form 5182, is signed by all Committee members.

5. 4. 5. Upon conclusion of the CPI, ensure all documents and notes from the Committee members, including the interview questions and answers, are maintained securely on the staffing action file.

5. 5. Delegated Manager for HR/Delegate

5. 5. 1. Ensure the rationale provided by the CPI Committee is sound, defendable, and clearly supports the recommendation and, if applicable, review any concerns raised.

5. 5. 2. Reconvene the Committee to address any concerns, if necessary.

5. 5. 3. Approve the recommendation of the line officer.

6. Transfer Implementation

6. 1. General

6. 1. 1. Unless otherwise specified, the proposed implementation date (PID) of a transfer will be:

6. 1. 1. 1. 30 days from the day the transfer notice is issued; or

6. 1. 1. 2. when the member must relocate, 90 days from the day the transfer notice is issued.

6. 1. 2. When the circumstances warrant, the Delegated Manager for HR/delegate may cancel or delay the transfer of a member.

6. 1. 3. Before cancelling a transfer where costs have been incurred by the member, the Delegated Manager for HR/delegate will consult with the financial authorities of the divisions concerned.

6. 1. 4. When a member arrives in a position as a result of a transfer and the incumbent (outgoing member) is still in the position, the incoming member is deemed the rightful incumbent of the position.

6. 1. 4. 1. The outgoing member will be granted a 60-day extension, beyond the 90-day relocation allowance, only if the unsold residence is judged to have been reasonably priced and there are no other valid reasons why a sale has not occurred.

6. 1. 4. 2. The outgoing member will physically relocate as soon as the residence is sold or at the expiration of the 60-day period, whichever occurs first.

6. 1. 5. A temporary transfer must be recorded in HRMIS through the staffing transaction process. See App. 3-3.

6. 1. 5. 1. The member will be informed of the expected duration of a temporary transfer.

6. 1. 5. 2. A member on temporary transfer to a location outside his/her headquarters area will be in travel or extended travel status.

6. 1. 6. The permanent position of a member on temporary transfer, maternity leave, or under suspension, will normally be blocked.

6. 1. 7. Leave that takes effect after the departure date must be approved by the CO/delegate of the receiving division.

6. 2. Delegated Manager for HR/Delegate

6. 2. 1. Do not transfer a member to a blocked position or to a position where the rank/level is inconsistent with his/her rank/level.

6. 2. 2. You may order the transfer of a member to a position where the incumbent has been ordered permanently transferred out.

6. 2. 3. Distribute the transfer notice as required.

6. 3. Member

6. 3. 1. Do not start any relocation procedures if you have not received written notification of your permanent transfer, or if your transfer is temporary.

6. 3. 2. Notify the commanders of both your old and new units of any court commitments before finalizing your transfer.

6. 3. 3. Following divisional directives, notify your career manager of your date of departure.

6. 3. 4. Relocate as close as possible to the PID.

6. 3. 5. If you cannot depart on the PID, notify the Delegated Managers for HR and both your old and new unit commanders. Give the reasons and request an extension.

6. 3. 6. Upon arrival at your new post, notify your new career manager and update your HRMIS information using HRMIS/HR Online Self Service.

7. Reporting Transfers and Other Changes

7. 1. General

7. 1. 1. The HRMIS staffing transaction process must be used to initiate transfers and other changes. See App. 3-3.

7. 1. 2. The appointment date shown on HRMIS refers to the date of departure from the old post.

7. 1. 3. The information referred to in sec. 7.2. must be entered in HRMIS.

7. 1. 3. 1. Extended medical leave and suspensions will be entered in HRMIS on the 31st day of the extended medical leave or suspension.

7. 2. Member

7. 2. 1. Immediately inform your career manager:

7. 2. 1. 1. for transfers in excess of 30 days or for which you received a transfer notice, of your departure date from your old post and your arrival date at your new post;

7. 2. 1. 2. when proceeding to discharge; and

7. 2. 1. 3. when starting and finishing:

7. 2. 1. 3. 1. training in excess of 30 days;

7. 2. 1. 3. 2. leave without pay;

7. 2. 1. 3. 3. maternity, parental, or adoption leave;

7. 2. 1. 3. 4. pension retirement leave;

7. 2. 1. 3. 5. sick leave in excess of 30 days;

7. 2. 1. 3. 6. suspension in excess of 30 days; or

7. 2. 1. 3. 7. acting appointment in excess of 30 days.

7. 3. Manager

7. 3. 1. Ensure the member complies with sec. 7.2. and, in the member's absence, immediately provide the career manager with the required information.

7. 4. Career Manager

7. 4. 1. Ensure that a staffing transaction is completed in HRMIS with regard to any change mentioned in sec. 7.2.

8. Interviews

8. 1. General

8. 1. 1. A member or management may request an interview. The interview may be conducted by phone.

8. 1. 2. If an interview is documented on Personnel Interview Report Data Update, Form A-323, the applicable interview code will be recorded and the comments of the line officer and the Delegated Manager for HR/delegate will normally be included. See App. 3-2.

8. 1. 3. The Delegated Manager for HR will inform the CHRO of all complaints about RCMP policy made by a member during an exit interview.

8. 2. Member

8. 2. 1. Request an interview if you need to discuss any issues that relate to your career aspirations, transfer request, or personal problems for which you feel your career manager could be of assistance.

8. 2. 2. Review the contents of the interview report and if you disagree, submit your concerns, in writing, to the Delegated Manager for HR through channels.

8. 3. Career Manager

8. 3. 1. Before ending an interview, inform the member of the results.

8. 3. 2. When applicable, instruct the member to update his/her HRMIS information using HRMIS/HR Online Self Service.

9. Technical Assessments

9. 1. General

9. 1. 1. A technical assessment using Technical Assessment, Form 1740, may be done when the career manager does not possess the expertise to determine if a candidate meets the job requirements.

9. 1. 2. A staffing action will not be delayed by a grievance of the results of a technical assessment.

9. 1. 3. When an assessor requests the assistance of a second assessor, one will be appointed by the career manager.

9. 2. Career Manager

9. 2. 1. When arranging for a technical assessment using Form 1740:

9. 2. 1. 1. Complete parts A, B, and C of the form.

9. 2. 1. 2. Arrange for the services of an assessor.

9. 2. 1. 2. 1. The assessor will be thoroughly familiar with the work area and will normally be at least one rank/level above the rank/level of the candidate being assessed.

9. 2. 1. 3. Forward the partially completed form to the assessor along with the personnel and service files of the member.

9. 2. 1. 4. Instruct the assessor to complete part D of the form and to limit his/her comments to the technical skills directly related to the position.

9. 2. 2. When Form 1740 is returned to you and the member meets the selection criteria of the position, proceed with the staffing action.

9. 2. 3. If the member does not meet the selection criteria of the position:

9. 2. 3. 1. forward a completed copy of Form 1740 to the member;

9. 2. 3. 2. inform the member that he/she has seven days to request a review of the technical assessment; and

9. 2. 3. 3. if the member requests a review of the technical assessment, proceed with the staffing action only after having received the assessment review, or the approval of the Delegated Manager for HR/delegate.

9. 3. Member

9. 3. 1. If you wish to challenge information on your technical assessment:

9. 3. 1. 1. inform the Delegated Manager for HR/delegate within seven days of being informed of the assessment result, and

9. 3. 1. 2. provide the rationale for your request and any information which you feel should be considered for reassessment.

9. 4. Delegated Manager for HR/Delegate

9. 4. 1. If you agree with the requested assessment review, ensure it is conducted by a different qualified assessor.

10. Limited-Duration/Isolated Posts

10. 1. The Delegated Manager for HR will publish a list of division limited-duration/isolated posts, including the recommended tenure at each location.

10. 2. A member serving at a limited-duration/isolated post, excluding "G", "M", and "V" Divisions, will be considered for a subsequent transfer to a location not designated as such, in his/her staffing region, according to the member's preferences.

10. 3. The following guidelines will be used to establish limited-duration/isolated posts:

10. 3. 1. Location: distance of the post from major centres.

10. 3. 2. Access: the means of travel that must be used to gain access to communities having more goods, facilities, and services.

10. 3. 3. Population: the relative size of the population in which a post is located.

10. 3. 4. Post Size: the number of police personnel at the post, and the impact of that number on local working conditions.

10. 3. 5. Lack of Amenities: the availability/lack of shopping, entertainment, and recreational facilities at or near the post.

10. 3. 6. Educational Facilities: the availability of educational facilities to the families of members.

10. 3. 7. Medical Facilities: the availability of medical facilities to the families of members.

10. 3. 8. Quality of Life: the general quality of life for members at the post in relation to other communities in the division.

10. 4. The guidelines outlined in sec. 10.3. may also be used when establishing limited-development posts for officers/officer equivalents.

11. Cadets/Newly Engaged Members

11. 1. A newly engaged RM will not be ordered transferred to a locale where his/her first official language is not in general use, unless the member has been deemed functional in his/her second official language.

11. 2. When a newly engaged member is transferred to a division, the Delegated Manager for HR must send the member, without delay, to a suitable location.

12. Medically Restricted Members

12. 1. General

12. 1. 1. A member being considered for medical discharge is under no obligation to accept alternate employment which requires him/her to change status.

12. 1. 1. 1. A change of status includes a resignation of rank/level.

12. 1. 2. A search for employment opportunities for a member being considered for a medical discharge will include all categories of positions regardless of the rank/level of the member concerned. See AM ch. II.37.

12. 1. 3. A position will be blocked for a member on medical leave.

12. 2. Delegated Manager for HR/Delegate

12. 2. 1. When advised that a member is being considered for medical discharge, arrange to have the member interviewed and ensure that the interviewer informs the member:

12. 2. 1. 1. that he/she is being considered for a medical discharge and he/she may consult the HSO,

12. 2. 1. 2. of the ramifications of being medically discharged,

12. 2. 1. 3. of the steps that will be taken on his/her behalf to find alternate employment within the RCMP, and

12. 2. 1. 4. that he/she is under no obligation to accept alternate employment that would require a change of status or resignation of rank/level.

12. 2. 2. Ensure all information gathered is documented on Form A-323 including the member's:

12. 2. 2. 1. rank/level,

12. 2. 2. 2. résumé of service,

12. 2. 2. 3. curriculum vitae if available,

12. 2. 2. 4. receptivity to relocation,

12. 2. 2. 5. posting preference, and

12. 2. 2. 6. willingness to change status or resign his/her rank/level should an alternate employment opportunity require such action.

12. 2. 3. Conduct an RCMP-wide search to locate a position for which the medically restricted member is qualified. If a position is found, arrange to transfer the member.

12. 2. 4. Where the medical discharge is imminent, arrange to have the member interviewed and document any concerns the member may have.

13. Staffing of Bilingual Positions

13. 1. General

13. 1. 1. In accordance with the Treasury Board of Canada Secretariat (TBS) Directive on Official Languages for People Management:

13. 1. 1. 1. A position or function designated as bilingual must be filled by a candidate who meets the language requirements of that position. In the RCMP, such member positions are staffed as Priority I. See sec. 13.1.2.4.

13. 1. 1. 2. In exceptional cases, a position or function may be filled by a candidate who does not possess the required language skills. The RCMP then provides language training to allow the employee to acquire these skills and takes measures to ensure that the bilingual functions of the position are carried out in the interim. In the RCMP, such member positions are staffed as Priority IS or Priority II. See sec. 13.1.2.5. and sec. 13.1.2.6.

13. 1. 2. For the purposes of this section, the following definitions apply:

13. 1. 2. 1. **Proficiency level** means the member's level of proficiency in his/her second official language as measured by the Public Service Commission Second Language Evaluation (SLE).

13. 1. 2. 2. **Linguistic profile** means, for bilingual positions, the level of proficiency required in the two official languages for each of the three language skills: reading, writing, and oral interaction, e.g. CBC.

13. 1. 2. 3. **Language requirements** means the position's language designation, e.g. bilingual, together with the linguistic profile.

13. 1. 2. 4. **Priority I** means the position is designated bilingual, requiring the immediate use of both official languages, and must be staffed with a member who meets the language requirements.

13. 1. 2. 5. **Priority IS** means the position is designated as bilingual and its linguistic profile requires a "C" level in one or more abilities. The member does not have to meet the linguistic profile at the appointment date, but must have valid SLE results at the BBB level at the time of application. If the selected member does not meet the language requirements of the position, he/she must commit to undergo language training in order to attain the required proficiency level within one year from the date of transfer/appointment. The member will be required to sign Statement of Agreement to Become Bilingual, Form 2164.

13. 1. 2. 6. **Priority II** means the position is designated as bilingual and if the selected member does not meet the language requirements, he/she must commit to undergo

language training in order to attain the required proficiency level within two years from the date of transfer/appointment. The member will be required to sign Form 2164.

13. 1. 3. For staffing purposes, a member's SLE results are valid for five years, unless his/her line officer believes the member no longer meets his/her proficiency level and has requested he/she be re-tested.

13. 1. 4. A member will not be considered for a Priority I or Priority IS staffing action unless his/her SLE results are valid on the closing date of the job advertisement, or when the lateral candidate is selected from HRMIS, and remain valid until the transfer notice/appointment is approved by the Delegated Manager for HR/delegate.

13. 1. 5. Priority I staffing is the norm and must be used in the following circumstances:

13. 1. 5. 1. A transfer/appointment for a specified period, e.g. a Full-time Equivalents Exempt from Classification (FTEEC) assignment.

13. 1. 5. 2. A transfer/appointment to a bilingual position requiring technical or specialized language skills, i.e. level P.

13. 1. 5. 3. The position or function is indispensable for providing services to the public or to employees in both official languages, such as:

13. 1. 5. 3. 1. the bilingual position is one of the very few in an office that provides services to the public or employees;

13. 1. 5. 3. 2. the bilingual position is the only one that provides certain services;

13. 1. 5. 3. 3. the bilingual position is one of several providing similar services but, there are not enough incumbents who meet language requirements to ensure service in both official languages at all times; or

13. 1. 5. 3. 4. the functions of the position require the capacity to communicate promptly and accurately in both official languages in situations where the communication has a direct bearing on the health, safety or security of the public or the occupants of the office, e.g. a position responsible for communicating instructions within the context of internal security services or for the management of emergency situations. See the TBS Directive on Official Languages for People Management.

13. 1. 6. Priority IS staffing may be used when:

13. 1. 6. 1. the criteria for Priority I staffing do not apply, or when Priority I staffing has been attempted and has failed to identify a qualified candidate;

13. 1. 6. 2. appropriate administrative arrangements are in place to ensure that the bilingual functions of the position are carried out until the new incumbent meets the language requirements;

13. 1. 6. 3. the unit manager is committed to sending the member on second language training to enable the member to attain the proficiency level required for the position within one year from the date of the transfer/appointment; and

13. 1. 6. 4. the unit is able to provide an environment in which the member will have the opportunity to use and develop his/her second language skills.

13. 1. 7. Priority II staffing may be used when:

13. 1. 7. 1. the criteria for Priority I staffing do not apply, or when Priority I or Priority IS staffing has been attempted and has failed to identify a qualified candidate;

13. 1. 7. 2. appropriate administrative arrangements are in place to ensure that the bilingual functions of the position are carried out until the new incumbent meets the language requirements;

13. 1. 7. 3. the unit manager is committed to sending the member on second language training to enable the member to attain the proficiency level required for the position within two years from the date of the transfer/appointment; and

13. 1. 7. 4. the unit is able to provide an environment in which the member will have the opportunity to use and develop his/her second language skills.

13. 1. 8. If a member is transferred or appointed as a result of a Priority IS or Priority II staffing action and is unsuccessful in attaining the required proficiency level within the prescribed timeframe, he/she will be transferred to a position for which he/she meets the language requirements, and other criteria. See ch. 5., sec. 1.2.

13. 1. 9. A member may be exempted from meeting the language requirements of a Priority II staffing action if he/she is granted an exclusion:

13. 1. 9. 1. as a result of an agreement to become bilingual (also applies to Priority IS),

13. 1. 9. 2. on medical grounds, or

13. 1. 9. 3. for persons eligible for an immediate annuity.

NOTE: The terms and conditions for exclusions are outlined in AM ch. II.6., sec. 10.

13. 2. Line Officer/Delegate

13. 2. 1. In accordance with AM ch. II.6., identify the language requirements of the position in consultation with CDR and the Divisional Official Languages Coordinator.

13. 2. 2. A request for Priority IS or Priority II staffing must include:

13. 2. 2. 1. a rationale for proceeding with a Priority IS or Priority II staffing action;

13. 2. 2. 2. confirmation that the line officer is committed to releasing the member to undergo language training within the prescribed period, or if the member is already selected, the signed Form 2164; and

13. 2. 2. 3. a description of the administrative measures in place to ensure that the bilingual functions of the position will be carried out.

13. 2. 3. When a member is transferred/appointed to your area on a Priority IS or Priority II basis, provide all necessary documentation to the Divisional Official Languages Coordinator.

13. 2. 4. When a member is transferred/appointed to your area on a Priority IS or Priority II basis, ensure that he/she undergoes language training as soon as possible to enable the member to meet the required proficiency level within the prescribed timeframe, according to Form 2164.

13. 3. Delegated Manager for HR/Delegate

13. 3. 1. When staffing a bilingual position:

13. 3. 1. 1. verify that members being considered meet the language requirements of the position, taking into consideration the priority, e.g. Priority IS of the staffing action. See sec. 13.1.2., sec. 13.1.2.4., sec. 13.1.2.5., and sec. 13.1.2.6.; and

13. 3. 1. 2. for a Priority IS or Priority II staffing action, consider members who have been exempted from meeting second language requirements. See sec. 13.1.2.

13. 3. 2. When a member is being considered for Priority IS or Priority II staffing, ensure that he/she signs Form 2164 before the transfer/appointment is approved.

13. 4. Member

13. 4. 1. If you believe your proficiency in your second language has improved, request to be re-tested by completing Second Language Evaluation Test Request, Form 2612, and submitting it to the Divisional Official Languages Coordinator.

13. 4. 2. If you wish to be considered for Priority I or Priority IS staffing, ensure your SLE results are valid.

13. 4. 3. If you are transferred/appointed on a Priority IS or Priority II basis, request to go on language training as soon as possible in order to fulfill your agreement to become bilingual. See Form 2164.

13. 5. Divisional Official Language Coordinator

13. 5. 1. Monitor and ensure compliance with the terms and conditions of these directives and AM ch. II.6.

13. 5. 2. Make the necessary language training and SLE testing arrangements.

14. Unit Residency Requirements

14. 1. General

14. 1. 1. Residency restrictions may be required in some areas, and are determined on an individual basis.

14. 1. 2. Residency requirements are not intended to include the family of the member.

14. 1. 3. The CO will approve unit residency requirements.

14. 1. 4. Unit residency requirements will not affect mandatory residency requirements for locations where government quarters have been provided for the incumbent of a specific position.

14. 1. 5. Residency requirements will be supported by reasonable rationale that addresses the following:

14. 1. 5. 1. community recommendations containing identifiable and practical justification,

14. 1. 5. 2. constantly recurring hazards likely to impede response and reasonable response to emergency situations,

14. 1. 5. 3. other factors that would impede reasonable response to emergency situations,

14. 1. 5. 4. local commuting customs,

14. 1. 5. 5. road conditions, and

14. 1. 5. 6. traffic density.

14. 1. 6. Recommendations for changes to residency requirements will be reviewed by a divisional committee comprised of management representatives and SRRs, as determined by the CO.

14. 1. 7. Existing or new residency requirements will be reviewed when the need is identified to the CO.

14. 2. Commander

14. 2. 1. When required, discuss and seek the advice of government officials and community consultative groups in your jurisdiction.

14. 2. 2. Ensure that government officials and community consultative groups can help in finding housing for members.

14. 2. 3. Forward your recommendations and those of the community to the CO through channels.

14. 3. Divisional Committee

14. 3. 1. Review existing and new residency requirements and if necessary, obtain additional information.

14. 3. 2. Provide the CO with recommendations and rationale.

14. 4. Career Manager

14. 4. 1. Discuss unit residency requirements with the member during transfer planning and document your conversation.

15. Pregnant Members

15. 1. General

15. 1. 1. To ensure the health and safety of the member or that of the fetus or child, pregnancy may require accommodation of temporary limitations and restrictions of duties.

15. 2. Responsibilities

15. 2. 1. Member

15. 2. 1. 1. Upon confirmed diagnosis of pregnancy, have your physician complete Part B of Medical Certificate, Form 2135, identifying any temporary restrictions and limitations of duties (Occupational Restrictions).

15. 2. 1. 2. Instruct your physician to provide the completed Part B of Form 2135 and future updates to the HSO. Regularly review and discuss the assignment of duties that can be performed according to your restriction and limitations.

15. 2. 1. 3. Regularly review with your physician, any limitations and restrictions that will be required in addition to the basic limitations and restrictions established with the HSO.

15. 2. 2. HSO

15. 2. 2. 1. Consult with the attending physician and discuss temporary duty restrictions and limitations to reduce risk to the member and pregnancy, as outlined in HSM ch. II.1., sec. M.

15. 2. 3. Line Officer/Manager/Supervisor

15. 2. 3. 1. Upon a member's disclosure of a pregnancy, ensure the member has followed the directives outlined in sec. 15.2.

15. 2. 3. 2. Consult with the HSO for direction, if limitations or restrictions are unclear.

15. 2. 3. 3. Ensure the member adheres to her duty limitations and restrictions.

15. 2. 3. 4. Meet regularly with the member to ensure assigned duties are appropriate to her abilities.

NOTE: Members and management should also familiarize themselves with AM ch. II.36. and the *Canada Labour Code*.

16. Compassionate Transfers

16. 1. General

16. 1. 1. Members with personal circumstances which affect them, their immediate family, or immediate relatives, that are not covered by AM ch. II.36., may be eligible to submit a request for a compassionate transfer.

16. 1. 1. 1. Only a limited number of situations warrant a compassionate transfer. See App. 3-1 for examples and guidelines.

16. 1. 1. 2. Compassionate transfer situations are not considered a duty to accommodate. As such, an approved compassionate transfer is not a guarantee of placement. See AM ch. II.36., sec. 2.1.4.

16. 1. 1. 2. 1. It is important that members remain flexible throughout the process with respect to geographic location and job type.

16. 1. 2. The Priority Administration Directive, ch. 7., will be used to place any member approved for a compassionate transfer.

16. 1. 2. 1. Any provisions in the Priority Administration Directive, ch. 7., will apply.

16. 1. 3. A Compassionate Review Committee will be created for all inter-divisional transfer requests, and may be used for requests within the same division.

16. 1. 4. The Compassionate Review Committee is usually composed of the following members:

16. 1. 4. 1. The sending division's Delegated Manager for HR, who chairs the Committee, hears recommendations from the Committee members, and approves or denies the request in concurrence with the receiving division's Delegated Manager for HR.

16. 1. 4. 2. The receiving division's Delegated Manager for HR, who hears recommendations from the Committee members and approves or denies the request in concurrence with the sending division's Delegated Manager for HR.

16. 1. 4. 3. The HSO/delegate, who reviews relevant medical information and, in an advisory role, presents options, limitations, and solutions for requests involving medical reasons (if applicable).

16. 1. 4. 4. The sending division's CDRA, who arranges meetings, takes notes, records decisions, and conveys information gathered from the requesting member.

16. 1. 4. 5. The SRR, who sits as an impartial Committee member and offers his/her recommendations.

16. 1. 5. The Compassionate Review Committee will meet in person or by teleconference or videoconference to discuss the merits of the request.

16. 1. 6. If the request for a compassionate transfer is approved by both the sending and receiving divisions, the member's name will be placed on the National Priority List as a qualifying change to a member's personal circumstances, and he/she will be considered for placement within the receiving division at the earliest available opportunity. See ch. 7., sec. 3.2.2.1.

16. 2. Responsibilities

16. 2. 1. Member

16. 2. 1. 1. Review this policy, complete a compassionate transfer request, and submit it to the line officer/delegate.

16. 2. 1. 2. Provide necessary information in a timely manner.

16. 2. 1. 3. Keep the CDRA apprised of any changes to your situation throughout the approval phase of the compassionate transfer, and if approved, until you have been physically transferred to your new post.

16. 2. 2. Line Officer/Delegate

16. 2. 2. 1. Forward the request with your comments to the CDRA responsible for your division/section.

16. 2. 3. CDRA

16. 2. 3. 1. Review the request against the requirements listed in App. 3-1. If the request does not meet the requirements, advise the line officer/delegate and the member.

16. 2. 3. 2. If the request warrants review, meet with the member and record all necessary information on Form A-323, including the situation, supporting documentation, and comments of support or non-support from the member's line officer/delegate.

16. 2. 3. 3. Seek advice or request supporting documentation from the HSO if required.

16. 2. 3. 4. Bring Form A-323 and supporting documentation forward to the sending division's Delegated Manager for HR, and establish the Compassionate Review Committee, if applicable.

16. 2. 3. 5. If the request is approved, advise the line officer/delegate, the member, and the receiving division (if applicable), and place the member's name on the National Priority List.

16. 2. 3. 6. If the request is denied, advise the line officer/delegate, the member, and the receiving division, (if applicable).

16. 2. 3. 7. If you receive notification that the member's situation has changed, evaluate the impact of the change on an existing or previously approved compassionate transfer request and take appropriate action.

16. 2. 4. Sending and Receiving Delegated Managers for HR

16. 2. 4. 1. On behalf of your respective COs, jointly approve or deny the request based on the information given.

16. 2. 4. 2. In cases where you cannot agree, refer the decision to your respective CO.

16. 2. 4. 3. If the COs cannot agree, forward the request with the receiving division's comments and supporting documentation to the CHRO for a final decision.

17. Secondments

17. 1. General

17. 1. 1. The RCMP supports the use of secondments for RCMP members going to external organizations, and for individuals coming to the RCMP to fill RM or CM positions on a temporary basis.

17. 1. 2. A secondment is established through a formal agreement that is signed by the secondee and the appropriate approval authority of the home and host organizations.

17. 1. 3. Secondments will be used to:

17. 1. 3. 1. facilitate the achievement of the professional and developmental needs of the RCMP, and provide personal career and development opportunities for RCMP members;

17. 1. 3. 2. provide an opportunity to build or develop strong relationships with other organizations; or

17. 1. 3. 3. support local or national policing priorities or initiatives both within and outside of the RCMP.

17. 1. 4. Secondments can vary in type, circumstance, and duration.

17. 1. 5. The RCMP *Conflict of Interest Directive*, including the *Interpersonal Workplace Relationship* policy will apply to all secondment arrangements. See AM ch. XVII.1.

17. 1. 6. All secondment provisions outlined in this section apply to RM positions within the NCO ranks and CM positions below the SPS-EX occupational group.

17. 1. 7. For secondments governed by Interchange Canada, see the TBS Policy on Interchange Canada.

NOTE: The authorities of the RCMP Interchange Canada Liaison Officer for Public Service employees and members of the RCMP are delegated to resources in the Public Service Policy and Programs unit in Workforce Programs and Services.

17. 2. Definitions

17. 2. 1. For the purposes of this section, the following definitions apply:

17. 2. 1. 1. **Home organization** means the organization for which the employee works before the beginning of the secondment.

17. 2. 1. 2. **Host organization** means the organization for which the employee works during the term of the secondment.

17. 2. 1. 3. **Memorandum of Understanding** means a written record of understanding between the RCMP and any other participant that describes arrangements to provide or receive services, information, assets, assistance, or engage in cost-shared projects.

17. 2. 1. 3. 1. There are two levels of MOUs. See AM ch. VIII.3.

17. 2. 1. 4. **Other Agency Employee** means a person coming to the RCMP on secondment, in an RM or CM role, as outlined in sec. 17.1.6.

17. 2. 1. 5. **Return posting arrangement** means a pre-established agreement between the RCMP and the secondee, to establish a geographical location where the secondee will return to the RCMP.

17. 2. 1. 6. **Secondment** means, for the purposes described in sec. 17.1.3., the temporary transfer of:

17. 2. 1. 6. 1. an RM or CM to an external organization, or

17. 2. 1. 6. 2. an employee from an external organization into an RM or CM position within the RCMP.

17. 2. 1. 7. **Secondee** means a member of the RCMP being seconded outside of the RCMP, or an Other Agency Employee (OAE) who is being seconded into the RCMP.

17. 2. 1. 8. **Secondment agreement** means a written, legally binding agreement between the host organization, the home organization, and the secondee, that outlines the terms and conditions relevant to the secondment arrangement.

17. 2. 1. 9. **Substantive position** means the secondee's position within the home organization.

17. 3. Considerations

17. 3. 1. The following factors must be considered before moving forward with a secondment:

17. 3. 1. 1. the operational efficiency of the RCMP must be maintained;

17. 3. 1. 2. the number of RCMP members allowed to be seconded from the RCMP must not reach levels that would have a negative impact on established funding arrangements; and

17. 3. 1. 3. the secondment must have demonstrated benefits to the RCMP.

17. 3. 2. The period of the secondment must not exceed three consecutive years, including extensions.

17. 3. 3. After completing a secondment, the RCMP member will normally wait one year before starting a new secondment.

17. 3. 4. If the proposed secondee is in a FTEEC position, the provisions of the FTEEC plan will apply. See AM ch. II.21.

17. 3. 5. Secondment agreements involving international organizations or governments must be reviewed and approved by the Department of Foreign Affairs, Trade and Development (DFATD), and consultation must take place with the International Peace Operations Branch. See AM ch. VIII.3.

17. 3. 6. The substantive position of an RM or CM on secondment can only be backfilled on a temporary basis, unless special circumstances dictate a requirement for permanent backfill, as determined by the CO. In such cases, a Return Posting Arrangement must be established.

17. 4. Advertising of External Secondment Opportunities

17. 4. 1. Secondment opportunities outside the RCMP should be advertised:

17. 4. 1. 1. nationally where relocation funding is available; or

17. 4. 1. 2. locally (within the geographic area of the secondment opportunity), where relocation funding is not available.

NOTE: In certain situations, an exception to the advertising requirement may be granted by the DG, Workforce Programs and Services.

17. 4. 2. If the proposed secondment is for a FTEEC position, the provisions of the FTEEC plan will apply. See AM ch. II.21.

17. 4. 3. Interested applicants will submit a detailed cover letter outlining how he/she meets the secondment position requirements.

17. 4. 4. Candidates will be assessed by the CDRA responsible for staffing the requirement, in consultation with the OIC/IC of CDR.

17. 4. 5. Selection will be based on:

17. 4. 5. 1. meeting the position requirements of the secondment,

17. 4. 5. 2. releasability of the member,

17. 4. 5. 3. the candidate having a satisfactory final review, and

17. 4. 5. 4. the best interest of the RCMP.

17. 4. 6. Before confirming the selected candidate, if the potential successful candidate's position cannot be blocked, a Return Posting Arrangement will be mutually agreed to by all parties concerned.

17. 4. 7. A candidate can withdraw from the secondee selection process at any time.

17. 4. 8. Upon request or in response to a job advertisement, employees will submit Form 6430. See sec. 3.9.1.

17. 4. 9. The Delegated Manager for HR will conduct a final review to determine a member's eligibility to continue in a staffing action. See sec. 1.1.17. and 4.1.1.1.

17. 5. Status of the Secondee

17. 5. 1. The secondee will remain an employee of the home organization during the secondment and will be entitled to the regular rate of pay of his/her substantive position, and all applicable related benefits, e.g. annual leave, sick leave.

17. 5. 2. When an RCMP member is seconded to an outside organization, his/her substantive position may not be guaranteed upon his/her return. See sec. 17.3.6.

17. 5. 2. 1. Each case will be considered by the CO on its merits, and the secondee will be advised by the CO as soon as possible whether his/her position will be kept open for his/her return.

17. 5. 3. While on secondment, an RCMP member may apply to any promotion process for which they are eligible.

17. 5. 3. 1. Should the secondee be deemed the successful candidate for a promotional opportunity, the DG, Workforce Programs and Services, will determine whether or not to terminate the secondment.

17. 5. 3. 1. 1. Should the DG, Workforce Programs and Services, decide to continue the secondment, an addendum to the original secondment agreement will be prepared, confirming that the successful candidate will receive the promotion, however, will remain in the host organization until the end date of the original secondment agreement.

17. 6. Obligations

17. 6. 1. All secondments must be preceded by a signed agreement which documents the details of the secondment.

17. 6. 1. 1. RCMP-approved templates are to be used.

17. 6. 2. The secondee will carry out all duties necessary to achieve the objectives of the secondment, in accordance with the principles provided in the host organization's policies and procedures and the RCMP's core values.

17. 6. 3. The host organization will have supervisory control and will provide specific directions to the secondee that are reasonable and necessary for carrying out the objectives of the secondment.

17. 6. 4. The home organization will retain disciplinary control over the secondee.

17. 6. 5. Leave approved by the host organization will be submitted to the home organization.

17. 6. 6. The host organization will provide yearly performance appraisal reports to the home organization and the secondee.

17. 6. 7. The home organization will remain responsible to pay the secondee at his/her substantive rate of pay, including approved overtime, as well as all contributions to all applicable work-related benefits.

17. 6. 7. 1. Before the secondment begins, it will be determined to what extent, if at all, the host organization will reimburse the home organization during the secondment.

17. 6. 7. 2. The host organization will be responsible for all work-related expenses during the secondment, in accordance with the host organization's policies and procedures.

17. 6. 8. When an RM or CM is seconded to a position that is of a higher rank or group and level and is compensated accordingly, upon return to the RCMP, he/she will immediately revert to his/her substantive rank or grade, regardless of the length of the secondment, unless they have, in the meantime, been promoted.

17. 6. 9. The home organization will remain responsible for dealing with all claims related to any injury, disability, or death which may befall the secondee during the secondment.

17. 6. 9. 1. The host organization will promptly inform and provide details to the home organization of any incident that may lead to an injury, disability, or death which may befall the secondee.

17. 6. 9. 2. The TBS Policy on Legal Assistance and Indemnification will apply to all secondments.

17. 6. 10. The secondee will undergo a security screening if deemed necessary to carry out the duties of the secondment.

17. 6. 11. All information and documents resulting from the secondment remain the property of the host organization, and are to remain classified at the appropriate level. They may only be disclosed with expressed written consent of the host organization.

17. 7. Relocation

17. 7. 1. RCMP members going on secondment may be eligible for a refund of relocation/accommodation expenses, but not exceeding the maximum permitted by RCMP policy. See FMM App. 9-5-1 and App. 9-5-2.

17. 7. 2. Other Agency Employees coming to the RCMP may be eligible for a refund of relocation/accommodation expenses, but not exceeding the maximum permitted by the provisions of Interchange Canada. See TBS Commuting Assistance, Foreign Service, Isolated Posts and Government Housing, Relocation and Travel.

17. 8. Training

17. 8. 1. Secondees must ensure all mandatory training requirements/operational skills maintenance of the home organization are met during the secondment.

17. 8. 2. The host organization will be responsible for ensuring the secondee is trained to undertake the duties required while on secondment.

17. 9. Termination

17. 9. 1. The secondment may be terminated by either the home or host organization, upon giving a minimum of 30 days notice to the other party, except in extreme circumstances, e.g. urgent operational need, medical.

7. 10. Roles and Responsibilities

17. 10. 1. The line officer/delegate is responsible for:

17. 10. 1. 1. drafting the secondment agreement based on the available templates;

17. 10. 1. 2. coordinating the review and approval of all secondment documents that deviate from the RCMP-approved template, involving positions covered by this policy, or upon request;

17. 10. 1. 3. sending secondment documents to the appropriate CO or Deputy Commissioner/delegate for approval;

17. 10. 1. 4. consulting with the Legal Services Unit or another policy centre if the drafted secondment agreement deviates from the template requested by the CO or Deputy Commissioner/delegate;

17. 10. 1. 5. initiating an assignment/acting entry, with the reason selected as "secondment" in the HRMIS Manager Self-Service Change Report Module, for the entry of the member going on secondment as Paid Leave of Absence (PLA) in HRMIS;

17. 10. 1. 6. initiating a Return from Leave staffing transaction in the HRMIS Manager Self-Service Change Report Module for the entry of the member returning from secondment, into HRMIS;

17. 10. 1. 7. providing CDR with the original signed secondment document;

17. 10. 1. 8. supervising the secondee coming into the RCMP, including providing any necessary training; and

17. 10. 1. 9. completing a performance evaluation for the secondee coming to the RCMP as outlined in ch. 2., sec. F.2. and F.3.

17. 10. 2. Financial Management and Corporate Accounting, Policy and Control are responsible for:

17. 10. 2. 1. reviewing and commenting on any secondment documents before its approval.

17. 10. 3. National Headquarters MOU Coordination Unit is responsible for:

17. 10. 3. 1. consulting with DFATD about secondments with a foreign entity.

NOTE: If DFATD recommends the proposed secondment, or the continuation of an existing secondment is not in the interest of Canada's foreign policy, the originator will advise the appropriate COs or Deputy Commissioners/delegates.

17. 10. 4. Career Development and Resourcing is responsible for:

17. 10. 4. 1. providing advice and guidance on completing secondment documents to originators, on the content and format, e.g. templates, quality assurance review;

17. 10. 4. 2. confirming with the line officer/delegate that the appropriate consultation has taken place with Legal Services, when an RCMP-approved secondment template is not used;

17. 10. 4. 3. providing advice and guidance related to staffing questions, and referring the member to his/her compensation advisor for advice and guidance related to compensation questions;

17. 10. 4. 4. forwarding signed originals and related documents to Records Management for file creation and retention;

17. 10. 4. 5. tracking and maintaining a repository of all divisional secondments to and going outside of the RCMP; and

17. 10. 4. 6. entering the member going on secondment as Paid Leave of Absence (PLA) in HRMIS, upon receipt of HRMIS transaction notification.

17. 10. 5. Divisional Personnel Security Units are responsible for:

17. 10. 5. 1. conducting security clearances for employees coming to the RCMP; and

17. 10. 5. 2. entering of employee information into HRMIS for employees coming to the RCMP on a secondment.

NOTE: These employees are considered contingent workers.

References

- AM ch. I.3., ch. II.1., and ch. II.4.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - App. 3-1 Guidelines for Compassionate Transfers

Back to chapter

Directive Amended: 2014-04-22

1. Immediate Family

1. 1. Apply the following guidelines to applications for immediate family compassionate transfers:

1. 1. 1. Medical Problems

1. 1. 1. 1. Obtain confirmation of the type, frequency and severity of the condition from a qualified medical practitioner.

1. 1. 1. 2. Determine if favorable results may be expected as a result of relocation. Determine if any other alternative is feasible.

1. 1. 1. 3. Determine if the basic cause of the illness is attributable in any way to the location itself.

1. 1. 2. Death of Spouse

1. 1. 2. 1. Determine what benefit a transfer will have on the member. This situation is normally grounds for a compassionate transfer.

1. 1. 3. Personal Problems

1. 1. 3. 1. Judge each case on its own merit, bearing in mind the seriousness of the circumstances presented, the conditions which led to the application, and those which may result later.

NOTE: Marital/financial problems are not normally considered grounds for a compassionate transfer.

1. 1. 4. Non-Adaptation to New Location

1. 1. 4. 1. Homesickness, the lack of cultural pursuits, or dissatisfaction with the new social environment by the member/spouse are not grounds for compassionate transfer; therefore, such applications should normally be rejected.

1. 1. 5. Desire to Serve Elsewhere

1. 1. 5. 1. This is not a ground for compassionate transfer; therefore, applications should normally be rejected.

2. Immediate Relative

2. 1. Apply the following guidelines to applications for immediate relative compassionate transfers:

2. 1. 1. Medical Problems

2. 1. 1. 1. Obtain confirmation of the type, frequency, and severity of the condition from a qualified medical practitioner. In the case of a terminal illness, obtain confirmation of the life expectancy of the immediate relative.

2. 1. 1. 2. Determine whether another immediate relative is living in close proximity:

2. 1. 1. 2. 1. if there is, the application should be rejected; and

2. 1. 1. 2. 2. if not, consider the mobility of the immediate relative.

2. 1. 1. 3. Consider the availability of medical or home-care services, e.g. health-care centres, senior citizens homes.

2. 1. 1. 4. Assess the degree of interference in the immediate relative's everyday life caused by the medical affliction.

2. 1. 1. 5. If the death of the immediate relative leaves a partner in poor health, with no one to help, a compassionate transfer may be approved.

2. 1. 2. Personal Problems

2. 1. 2. 1. Marital/financial problems are not normally considered grounds for compassionate transfer. Judge each case on its own merit, bearing in mind the seriousness of the circumstances presented, the conditions which led to the application, and those which may result later.

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Date Modified: 2014-04-22

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CMM - App. 3-2 Interview Codes

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Directive Amended: 2014-04-22

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Date Modified: 2014-04-22

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CMM - App. 3-3 Staffing Transaction Administration in HRMIS

Back to chapter

Directive Amended: 2014-12-02

1. Definitions
2. General
3. Initiating/Completing Staffing Transactions
4. Automatic Routing of Certain Transactions
5. Centralized Positions
6. Section 32 Authority
7. Validation of HRMIS Transactions
8. Amendments to HRMIS Transactions
9. Data Rules
10. Validation Process of Member Promotion Dates

1. Definitions

1. 1. **Career Development and Resourcing Advisor (CDRA)** means the individual who manages the administrative transfer or change report on behalf of the member. Depending on divisional directives, some duties assigned to the CDRA in this policy, may be delegated to the CDRA's assistant, CMTR administrator, HRMIS Manager, or Relocation Coordinator.

1. 2. **Departing Centralized Mailbox Transfer Repository (Departing CMTR)** means the centralized electronic mailbox in the departing division, used to manage the transmission of HRMIS staffing transactions.

1. 3. **Departing Manager** means the incumbent of the first officer/officer equivalent position or the delegated departing supervisor, in the chain of command above the position from where the member transferred.

1. 4. **Electronic Authorization** means the process by which a digital authorization is linked to an electronic business transaction to signify that a person with delegated authority has effectively authorized the further processing of that data, and cannot credibly deny that he/she has done so.

> NOTE: The integrity of the electronic business transaction is maintained, and can be authenticated through HRMIS staffing transaction administration access controls in place, such as user IDs and passwords required to access the notifications in HRMIS.

1. 5. **Intradivisional transfer** means a lateral transfer, promotion, or demotion within a division.

1. 6. **Intrafunctional transfer** means a lateral transfer, promotion, or demotion within a detachment, section, or unit; the transfer of a member between positions within a line officer's area of responsibility.

1. 7. **Interdivisional transfer** means a lateral transfer, promotion, or demotion from one division to another.

1. 8. **OIC/IC Career Development and Resourcing** means the officer/officer equivalent or NCO/NCO equivalent in charge of implementing and coordinating the transfer or promotion process.

1. 9. **Receiving Centralized Mailbox Transfer Repository (Receiving CMTR)** means the centralized electronic mailbox in the receiving division, used to manage the transmission of HRMIS staffing transactions.

1. 10. **Receiving Manager** means the incumbent of the first officer/officer equivalent position in the chain of command, or the delegated receiving supervisor above the position the member is transferred to.

2. General

2. 1. The Staffing Transaction Administration component in HRMIS is designed to:

2. 1. 1. expedite the process of administering change reports, transfers, and promotions of RMs and CMs;

2. 1. 2. improve communication flow;

2. 1. 3. provide allowance information to stakeholders at the front-end of the procedure;

2. 1. 4. provide a more accurate Departure Date and Assume New Function Date to all stakeholders;

2. 1. 5. introduce the use of electronic signatures in the staffing approval process; and

2. 1. 6. improve HRMIS data integrity.

2. 2. Information collected in HRMIS is used to update the following systems: MPS, HRMIS, IEFM, and TEAM. It ensures pay and allowances are charged to the proper cost centre.

2. 3. Initiation and Section 32 authorization of a HRMIS staffing transaction notification will be recognized by all stakeholders as the notification for the transferring member to commence activity required to effect a transfer. See sec. 6.

2. 4. HRMIS staffing transactions must be initiated to:

2. 4. 1. facilitate the financial and human resources administration of member transfers, movements, and activities;

2. 4. 2. stop pay action for allowances;

2. 4. 3. activate pay in case of members returning from LWOP;

2. 4. 4. update service and pension information; and

2. 4. 5. redirect pay-stub delivery.

2. 5. HRMIS staffing transactions must be used to capture the following member staffing transactions:

2. 5. 1. acting appointments, both less than, and in excess of, 30 days;

2. 5. 2. temporary assignments;

2. 5. 3. training in excess of 30 days;

2. 5. 4. leave without pay, once approved by the appropriate authority. See sec. 2.9.;

2. 5. 5. Paid Leave of Absence, such as:

2. 5. 5. 1. Language Training;

2. 5. 5. 2. Retirement Leave; and

2. 5. 5. 3. Training - Cadet Training Program;

2. 5. 6. Pregnant Member Working (where there is a change in cost centre);

2. 5. 7. maternity or parental leave;

2. 5. 8. care and nurturing;

2. 5. 9. medical leave in excess of 30 days;

2. 5. 10. Graduated Return to Work;

2. 5. 11. suspension with pay in excess of 30 days;

2. 5. 12. annual leave, LTO, or 336 hours time off, taken in conjunction with discharge. See AM ch. II.5., sec. H.

2. 5. 13. Return from Leave (RFL);

2. 5. 14. secondments out;

2. 5. 15. changes to the following allowances and deductions:

2. 5. 15. 1. Operational Clothing Allowance;

2. 5. 15. 2. Isolated Post;

2. 5. 15. 3. Air Service;

2. 5. 15. 4. Air Responsibilities;

2. 5. 15. 5. Quarters;

2. 5. 15. 6. Foreign Service Allowance;

2. 5. 15. 7. Fort McMurray Allowance; and

2. 5. 15. 8. Other;

2. 5. 16. interdivisional transfers;

2. 5. 17. intradivisional transfers;

2. 5. 18. intrafunctional transfers; and

2. 5. 19. new RM transfers to the member's first post.

2. 6. The following transfers are managed outside of the HRMIS staffing transaction process:

2. 6. 1. Loss of Basic Requirements, unless the member is off-duty sick or transferred as a result of a duty to accommodate situation;

2. 6. 2. suspension without pay;

2. 6. 3. Secret transfers; and

2. 6. 4. all discharge types.

2. 7. For consistency, ease of reference, access, and recognition, the naming convention for each Centralized Mailbox Transfer Repository (CMTR) electronic mailbox will be: Division Name_CMTR, e.g. EDIV_CMTR.

2. 8. Within the division, the assignment of duties related to the CMTR is at the discretion of each stakeholder of the process.

2. 9. Leave without pay (LWOP) transactions for non-Officer/CM non-Executive equivalents are not to be initiated until the CO has approved the leave, as outlined in AM ch. II.5., or in the case of Officers/CM Executive equivalents, the CHRO.

2. 10. The Member Transfer Checklist provides details to the transferring member, pertinent to personal management of his/her transfer, including any preliminary steps required for a geographic transfer based on financial approval received.

2. 10. 1. A link to the Member Transfer Checklist will be included on all transfer notifications.

2. 11. Applicable stakeholders will be notified of all relevant transactions at the Transfer Approved (APP) stage, and applicable member transfer dates will be confirmed with relevant stakeholders at the Transfer Appointment (APT) stage through the HRMIS staffing transaction administration process.

3. Initiating/Completing Staffing Transactions

3. 1. A HRMIS staffing transaction will be used to initiate a transfer or change notice, and its completion is the collaborative responsibility of those authorized to manage the movement of members, e.g. commanders, line officers, supervisors, CDRAs, CMTR administrators, managers, Relocation, Pay Operations, Official Languages, Health Services, Professional Standards, Personnel Security, Informatics, etc.

3. 2. A HRMIS staffing transaction will be completed in consultation with the member, the CDRA/CMTR administrator of the receiving division, and, in the case of an interdivisional transfer or promotion, the position manager/delegate and the CDRA/CMTR administrator of both the departing and the receiving divisions.

3. 3. Departing/receiving managers must keep the member regularly informed of the status of his/her transfer, and vice versa.

3. 4. The member's line officer/delegate will initiate a staffing transaction when the member is starting or returning from:

3. 4. 1. acting appointments, both less than, and in excess of 30 days;

3. 4. 2. training in excess of 30 days;

3. 4. 3. leave without pay, once CO approval is received, or for an Officer/CM Executive equivalent, CHRO approval;

3. 4. 4. Paid Leave of Absence;

3. 4. 5. Pregnant Member Working;

3. 4. 6. maternity or parental leave;

3. 4. 7. care and nurturing;

3. 4. 8. Retirement Leave;

3. 4. 9. medical leave in excess of 30 days;

3. 4. 10. Graduated Return to Work;

3. 4. 11. annual leave, LTO, or 336 hours time off, taken in conjunction with discharge; or

3. 4. 12. suspension with pay in excess of 30 days.

3. 5. All change reports outlined in sec. 3.4.1. to 3.4.12. for non-Officer/CM non-Executive equivalent members occupying centralized positions, are to be initiated by the member's line officer/delegate, and administered by the Career Development and Resourcing Office where the centralized position work site is geographically located.

3. 6. All suspensions with pay and member demotion transactions are to be initiated in accordance with divisional procedures.

3. 7. The following staffing transactions will be initiated by the paying division's Career Development and Resourcing Office for non-Officers/CM non-Executives:

3. 7. 1. interdivisional transfers;

3. 7. 2. intradivisional transfers;

3. 7. 3. intrafunctional transfers; and

3. 7. 4. Civilian member promotional transfers.

EXCEPTIONS:

1. National Headquarters is responsible for initiating the staffing transactions outlined in sec. 3.7., if they involve the centralized positions outlined in ch. 3., sec. 1.1.5.

2. Depot is responsible for initiating staffing transactions involving Police Dog Services.

3. Unless otherwise agreed to by the divisions impacted by the member's transfer.

3. 8. Depot Human Resources will act as the Departing Manager for new RM transfers to the member's first post.

3. 9. The E/ODR is responsible for initiating the transaction types listed in sec. 4.1. for Officer/CM Executive equivalent transactions.

3. 10. The National Promotions Unit is responsible for initiating all RM promotional transactions.

3. 10. 1. All receiving CMTRs are responsible for completing promotional transactions that have been initiated by the National Promotions Unit.

3. 11. The departing manager must enter the departure and tentative arrival date, and confirm that the member has been notified.

3. 12. The receiving manager must confirm that the member has arrived, and enter the actual arrival date.

4. Automatic Routing of Certain Transactions

4. 1. The following non-Officer/CM non-Executive equivalent member staffing transactions for the centralized positions initiated by the line officer/delegate, are automatically routed to National Headquarters, and for Police Dog Services positions, to Depot, for verification and data entry:

4. 1. 1. acting/assignments over 30 days;

4. 1. 2. return from acting/assignments over 30 days;

4. 1. 3. secondments;

4. 1. 4. missions;

4. 1. 5. suspensions; and

4. 1. 6. all non-Officer/CM non-Executive equivalent lateral and promotional transfers.

4. 2. The following non-Officer/CM non-Executive equivalent member staffing transactions for non-centralized positions, that are initiated by the line officer/delegate, are automatically routed to the Career Development and Resourcing Office CMTR where the position resides:

4. 2. 1. medical leave,

4. 2. 2. LWOP/paid leave,

4. 2. 3. Return from Leave,

4. 2. 4. Pregnant Member Working (where there is a change in cost centre), and

4. 2. 5. Graduated Return to Work.

4. 3. The following staffing transactions that are initiated by the line officer/delegate, are automatically routed to divisional Pay Operations CMTR:

4. 3. 1. all to, and returning from, maternity and parental leave transactions;

4. 3. 2. all to, and returning from, acting less than 30 days; and

NOTE: A HRMIS job data entry is not required for this transaction type.

4. 3. 3. all changes of allowances.

4. 4. The following Officer/CM Executive equivalent member staffing transactions are to be routed to E/ODR CMTR, National Headquarters, for verification and data entry:

4. 4. 1. acting/assignments over 30 days,

4. 4. 2. return from acting/assignments over 30 days,

4. 4. 3. secondments,

4. 4. 4. missions,

4. 4. 5. suspensions, and

4. 4. 6. all Officer/CM Executive equivalent lateral and promotional transfers.

4. 5. The following Officer/CM Executive equivalent member staffing transactions are to be routed to the Career Development and Resourcing Office where the member resides:

4. 5. 1. medical leave,

4. 5. 2. LWOP/paid leave,

4. 5. 3. Return from Leave,

4. 5. 4. Pregnant Member Working, and

4. 5. 5. Graduated Return to Work.

4. 6. Change Report notifications are to be used for suspensions with pay, however the distribution should be limited to stakeholders within the Human Resources sector.

4. 6. 1. Any additional stakeholders requiring notification of a suspension with pay, e.g. personnel security unit, are to be notified through GroupWise.

4. 6. 2. The purging of any unfounded suspensions with pay transactions are the responsibility of the divisional HRMIS manager.

5. Centralized Positions

5. 1. Transactions for non-Officer/CM non-Executive equivalent centralized positions having an N or S cost centre, which are initiated by the manager, must be manually redirected by the receiving CMTR to HQ_CMTR_RM for RMs, or HQ_CMTR_CM for CM non-Executive equivalent centralized positions.

5. 2. Transactions for non-Officer/CM non-Executive equivalent Police Dog Services positions, which are initiated by the manager, must be manually redirected by the receiving CMTR to T_Div_CMTR.

6. Section 32 Authority

6. 1. Section 32 validation is required for change report type = Return from (all reasons), and change report type = assignment/acting, reason – Graduated Return to Work, and Pregnant Member Working, as well as cost move transfers where there is a change in cost centre.

6. 2. When Section 32 authority is required, and the initiator is not a delegated authority for Section 32, the transaction request must be re-assigned to a Section 32 authority.

7. Validation of HRMIS Transactions

7. 1. Divisional Compensation will validate, ensure policy compliance, and perform HRMIS data entry for maternity/parental leave, return from maternity/parental leave, and changes to allowances and deductions staffing transactions.

7. 2. Career Development and Resourcing will validate, ensure policy compliance, and perform HRMIS data entry for all HRMIS staffing transactions received.

8. Amendments to HRMIS Transactions

8. 1. Only HRMIS managers, CMTR administrators, and assigned National Compensation Pay Operations resources are authorized to search for, modify, or cancel a previously submitted HRMIS staffing transaction.

9. Data Rules

9. 1. Each type of transfer or movement has its own rules regarding the data required. Refer to the applicable HRMIS UPK topic.

9. 2. An expected end date is required for all transaction types.

EXCEPTION: non-temporary transfers or promotions, and amendments to allowances/deductions.

9. 3. All acting transactions must contain a position number.

9. 4. The effective date is the first day the transaction type is effective.

NOTE: The HRMIS Staffing Transaction Administration component auto-calculates the 31st day for medical leave and suspensions.

9. 5. When a member is being transferred as a surplus member to a position that does not have a position number, i.e. STE, the department code, location code, combination code, i.e. cost centre, and job code are required.

9. 6. The Approved row in HRMIS is entered once OIC, Career Development and Resourcing, approval has been received.

9. 7. The Appointed row in HRMIS is entered once the transaction has been approved by the member's departing and receiving managers, and returned to Career Development and Resourcing or Pay Operations, whichever is applicable.

9. 8. If a transaction involves a promotion, the Promotion Date row in HRMIS is entered by the divisional Career Development and Resourcing Office once the actual promotion date is confirmed, in consultation with National Pay Operations.

9. 9. The National Promotions Unit is responsible for entering the actual promotion date in the Promotions Eligibility panel in HRMIS.

9. 10. For interdivisional transfers funded and initiated by V, G, or M division, when a member is departing from his/her northern rotation, the applicable CMTR must enter the respective divisional NCO OIC of Career Development and Resourcing as the Receiving Staffing OIC/delegate, in order to route the transaction back to the appropriate Section 32 authority.

9. 10. 1. Once approved, the receiving CMTR will automatically receive the notification of the approved transfer at the same time as all other stakeholders, as a result of the receiving division collator code indicated in the transaction.

10. Validation Process of Member Promotion Dates

10. 1. The National Promotions Unit will initiate promotion transactions using the HRMIS Staffing Transaction component in HRMIS.

> NOTE: For CMs, the paying divisional Career Development and Resourcing Office will initiate promotion transactions in HRMIS.

10. 2. For RM transactions, once saved as a draft, the paying divisional Career Development and Resourcing Office will be notified by e-mail that the draft transaction is available for completion.

10. 3. The receiving Career Development and Resourcing Office, i.e. receiving CMTR or CDRA, will access the transaction, validate information provided in the transaction, enter additional information in the transaction if required, and submit it to the receiving OIC, Career Development and Resourcing, for approval.

10. 4. Upon approval of the receiving OIC, Career Development and Resourcing, certain stakeholders will be notified automatically.

10. 5. The CMTR will enter the required information in the transfer Appointed row in HRMIS in the job data panel.

10. 6. Once the departing and receiving managers have completed the required sections in accordance with the UPK topics, the transaction will be routed to the receiving CMTR, who will enter the required information in the transfer Appointed row in the job data panel, and contact Pay Operations by e-mail to verify the promotion date, which includes checking for continuous acting.

10. 7. Pay Operations will provide the start date of continuous acting by e-mail.

10. 8. Based on staffing policy and continuous acting date, Career Development and Resourcing will enter the applicable date in the Promotion Date row in HRMIS, and complete the transaction, which will notify stakeholders automatically.

10. 9. The promotion date entered in the job panel in HRMIS is to be used as the source of information by Pay Operations to calculate promotion-related pay, and by the National Promotions Unit as the date to be entered in the Promotions Eligibility panel in HRMIS.

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Date Modified: 2014-12-02

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CMM - ch. 4. Promotion

CMM 4 - Bulletins

Policy Amended: 2019-11-08

For information regarding this policy, contact the National Staffing Program, Workforce Programs and Services.

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1. Policy

1. 1. Participation in the promotion process is voluntary.

1. 1. 1. A member can participate in promotional testing, e.g. a Job Simulation Exercise (JSE), or a structured interview (SI), during scheduled hours of work.

1. 1. 2. A member must complete the application documents and exam preparation during their own time.

1. 2. The authority to promote a member, other than an officer/officer equivalent, is delegated to:

1. 2. 1. for a decentralized position, the Delegated Manager for Human Resources (DMHR)/delegate;

1. 2. 2. for a centralized position, the DMHR/delegate, National Headquarters; and

1. 2. 3. for a "Depot" division centralized position located in Regina, the DMHR/delegate for Depot.

1. 3. Personal information contained on candidates' promotion documents and any notes about a candidate contained in the staffing action file may be used and disclosed to third parties, as per the *Privacy Act*, paragraph 8(2)(a) and 8(2)(b), and the *RCMP Act*, subsection 31(4), including for the purpose of pursuing a grievance relating to the selection or promotion process.

1. 3. 1. For the purposes of a grievance, only relevant information will be disclosed, as per *RCMP Act*, subsection 31(4), and paragraph 36(b), and *Commissioner's Standing Orders (Grievances and Appeals)*, section 5.

1. 4. The use of promotion process information for any reason other than is described in this policy is prohibited.

1. 5. Any notes made about a candidate will be retained on the staffing action file.

1. 6. A promotion may be made conditional on a member meeting specific conditions, as specified in the job advertisement.

1. 7. A member who cheats on a promotional process will be removed from the applicable promotional opportunity and may be subject to a conduct process under *RCMP Act*, Part IV.

1. 8. The promotion process will be conducted in the member's preferred official language. Refer to AM ch. II.6., Official Languages.

1. 9. Regardless of the closing date of a job advertisement, after an inter-regional lateral staffing transaction is initiated in HRMIS, a member competing for a decentralized promotion will be considered as a regional candidate in the receiving staffing region and as a national candidate in the sending staffing region.

EXCEPTION: Once the application package of a member on the short list has been advanced to the line officer for consideration, the member's regional or national status will not change.

1. 10. Before initiating an inter-regional lateral staffing transaction in HRMIS, Career Development and Resourcing (CDR) will advise the member that after the lateral transfer notice is issued, their eligibility status in all ongoing staffing actions in the sending staffing region will change from regional to national, as per sec. 1.9.

1. 10. 1. For civilian members (CMs), if the ongoing staffing action was limited to regional candidates only, CDR will advise the member that they will be removed from that staffing action without penalty after the lateral transfer notice is issued.

1. 11. Ties in the promotion process will be broken by seniority. For a regular member (RM), seniority will be based on total service as an RM for Csts., time in rank for noncommissioned officers (NCOs) and, if necessary, the lowest regimental number.

1. 12. A staffing action will be completed using the promotion process data in effect on the closing day of the job advertisement.

1. 13. Due to a number of variables, the submission of Form 2285, Request for Staffing a Member Position, will not necessarily determine the order in which positions are staffed.

1. 14. A staffing action is deemed concluded when the transfer notice is approved by the DMHR/delegate, unless the provisions of sec. 7.1.3. or sec. 10.10.17. apply.

1. 15. Only the Chief Human Resources Officer or the DMHR may approve a change of status or resignation of rank or level.

1. 16. For the purpose of promotion, time spent on leave without pay (LWOP) for reasons other than education, maternity, or parental leave, will not count towards time in the current rank or service in the RCMP.

1. 17. All promotional opportunities are advertised. The only members considered for promotional opportunities are those who respond to an advertisement.

1. 18. A member is responsible for ensuring that they obtain, either personally or through a proxy, the information on all advertised positions of interest.

1. 19. A member will not be considered for a position for which they are not qualified.

1. 20. The DMHR will consider employee misconduct and other relevant information to determine an employee's eligibility to continue in the promotional staffing action, taking into account the expanded disclosure obligations of the police in relation to employee misconduct, as per the Supreme Court of Canada's ruling in *R. v. McNeil*, 2009 SCC 3 and the reporting requirements outlined in OM ch. 20.1., Disclosure.

1. 21. As per *RCMP Act*, Part III, Sec. 31.(4.1.), standardized testing material used in the promotion process (e.g. JSEs and SIs) will not be disclosed.

2. Definitions

2. 1. **Applicant list** means a listing of all members who apply to an advertisement.

2. 2. **Competency means** an observable and measurable knowledge, skill, ability, or personal characteristic defined in terms of the behaviours required by employees to achieve the required performance output or outcome.

2. 3. **Competency profile** means organizational and functional competencies identified by subject matter experts (SMEs) as critical for members to have to perform effectively in a function.

2. 4. **Desirable attributes** mean specific knowledge, skills, abilities, or other qualifications related to the job, which are not essential to perform the duties of the position, but which may enhance the work performed, and/or benefit the work unit, currently or in the future.

2. 5. **Different examples** mean behavioural examples that describe distinct situations and/or tasks.

2. 6. **Fit** means an appropriate combination of qualifications and relevant characteristics for the position being staffed, after consideration of the identified job requirements and desirable attributes, if applicable, together with the operational and organizational needs of the detachment or unit, and/or the RCMP.

2. 7. **Functional competencies** mean the knowledge, skills, and abilities that are required by members within a particular function. They describe what the member needs to know, or be able to apply, in order to perform effectively in that function.

2. 8. **Job requirements** mean what are essential to perform the duties of the position, and include, but are not limited to, organizational and functional competencies, education, certifications, formal developmental activity, technical or professional capabilities, or demonstration of a skill.

2. 9. **Meaningful** means providing sufficient information justifying the outcome, thus allowing a neutral third party to understand the reasons for the recommendation or decision.

2. 10. **Minimum level** means the proficiency required to do the work on a day-to-day basis.

2. 11. **Organizational competencies** mean the essential four groups of competencies that every RCMP member must have to deliver on the Mission, Vision, and Values, and support the Strategic Framework. Typically, these reflect a member's personal qualities or attributes.

2. 12. **Pre-selection list** means a listing of all members ranked by a Job Simulation Exercises score who apply to an advertisement, meet all of the requirements, and have been validated as meeting the minimum levels for the required competencies.

2. 13. **Pre-validation list** means a listing of all members who apply to an advertisement and meet all the requirements other than the required competencies.

2. 14. **Qualifying list** means a listing of candidates with a passing Job Simulation Exercises score.

2. 15. **Short list** (NCO Promotion Process) means a listing of candidates to be considered by the line officer at the selection stage.

2. 16. **Sound** means the totality of the information was considered, and the rationale accurately reflects the facts or reasons for the recommendation or decision.

2. 17. **Staffing region** means a geographically defined region identified by a grouping of specific alphabetic indicators contained within a position's location code:

2. 17. 1. **Pacific Staffing Region** means location codes commencing with the letters E and M.

2. 17. 2. **North West Staffing Region** means location codes commencing with the letters D, F, G, K, V, and R400.

2. 17. 3. **Central Staffing Region** means location codes commencing with the letters O, C, and A.

EXCEPTION: Those belonging to collator codes N, S, or T.

2. 17. 4. **Atlantic Staffing Region** means location codes commencing with the letters B, H, J, and L.

NOTE: Positions with location codes X, R600, or A (which belong to collator codes N, S, or T) that do not form part of a specific staffing region. Candidates who occupy these positions must be considered as per sec. 10.3.2. and 10.3.3.

2. 18. **Subject matter expert** (SME) means a person who is recognized by the hiring manager as being knowledgeable in the competencies, duties, and responsibilities of the position.

2. 19. **Validation Committee SME** means an SME who:

2. 19. 1. is at the target rank/equivalent level or higher;

2. 19. 2. has successfully completed validation committee member training and has an understanding of how competencies are to be assessed; and

2. 19. 3. has been identified by the line officer and approved by the OIC, National Promotions Unit/delegate.

3. General

3. 1. The promotion process for an officer or officer equivalent is described in the Executive Officer's Manual.

3. 2. For information on the Senior Constable Provisional Allowance, refer to NCM ch. 2.8., Allowances, sec. 8., Senior Constable Provisional Allowance.

3. 3. The method used for an SI (e.g. telephone or in person) will be consistent for all interviewed candidates.

3. 3. 1. Candidates will be notified a minimum of seven days in advance of a scheduled interview.

3. 4. After the National Promotions Unit (NPU) initiates a promotional staffing transaction in HRMIS, a member who declines a promotional transfer without a valid reason, as determined by the OIC, NPU, will not be considered for promotion for a period of 12 months from the date the transfer was declined.

3. 4. 1. For examples of valid reasons, refer to CMM ch. 3., Transfer and Deployment, sec. 1.1.14.

3. 4. 1. 1. The member's reasons, together with supporting rationale, must be considered by the OIC, NPU/delegate before a decision is made.

3. 5. The following members may participate in the promotion process:

3. 5. 1. a member who is eligible and interested;

3. 5. 2. a member on maternity, parental, or medical leave, a part-time schedule, or LWOP; and

3. 5. 3. a member who has grieved being on progress reporting or being served with a notice of shortcomings. The candidate will not be selected from the qualifying list or for promotion until there is a final adjudication of the grievance. Refer to sec. 5.5.

3. 6. A member who is the subject of a conduct measure imposed by a conduct authority, which precludes the member from promotion for a specific period of time, cannot apply to a promotional job advertisement that closes before the expiry date of the conduct measure. Refer to *Commissioner's Standing Orders (Conduct)*.

NOTE: After such a conduct measure expires, sec. 3.7.3. and 3.7.4. do not apply.

3. 7. A member requires written permission from the DMHR to advance in the promotion process when:

3. 7. 1. the member is the subject of an ongoing internal or statutory investigation, including a public complaint or a complaint of harassment filed with the Office for the Coordination of Harassment Complaints. Refer to AM ch. XII.8., Investigation and Resolution of Harassment Complaints;

3. 7. 2. the member is under active discipline (not yet spent), which was imposed under *RCMP Act*, subsection 41(1) or 43, and in effect before 2014-12-01. Refer to AM ch. XII.6., Discipline;

3. 7. 3. less than three years have passed since a serious conduct measure was imposed on the member, as authorized under *RCMP Act*, subsection 42(1) or 45(4); or

3. 7. 4. less than one year has passed since a corrective conduct measure was imposed or one of the following remedial conduct measures was imposed on the member as authorized under *RCMP Act*, subsection 42(1) or 45(4):

3. 7. 4. 1. close supervision,

3. 7. 4. 2. reassignment,

3. 7. 4. 3. written reprimand, or

3. 7. 4. 4. financial penalty that is less than or equal to eight hours.

3. 8. When sec. 3.7. applies, DMHR permission is required before a:

3. 8. 1. recommended NCO candidate can be advanced for promotion;

3. 8. 2. CM candidate can be advanced to the SI;

3. 8. 3. Special constable (S/Cst.) or S/Cst. member candidate can be advanced to the promotion board; or

3. 8. 4. Constable (Cst.) can be advanced for promotion within the Cst. rank promotion process.

3. 9. The DMHR may consult with others deemed appropriate and will review:

3. 9. 1. the seriousness of the allegation or incident leading to the finding of the misconduct;

3. 9. 2. public perception;

3. 9. 3. for an ongoing internal or statutory investigation, the amount of evidence available;

3. 9. 4. the time elapsed between the incident and the selection;

3. 9. 5. any remedial action the member may have taken in the interim;

3. 9. 6. the type and nature of duties to be performed at the new rank or level and in the position being staffed, and any relationship with the allegation or finding of misconduct; and

3. 9. 7. any other factor the DMHR deems relevant and appropriate.

3. 10. A member who requires the DMHR's permission to advance in the promotion process must submit their application package as per the job advertisement.

3. 10. 1. Before a member is denied permission to advance, they will have an opportunity to provide written comments to the DMHR, as per sec. 3.9.

3. 11. A member who does not receive DMHR permission will receive a written rationale.

3. 12. The application package of a member who is not receiving DMHR permission must be retained in the staffing action file until all proceedings against the member have been concluded.

3. 13. Upon conclusion of all proceedings against a member who was not advanced to the selection stage, as per sec. 3.7.1., if the DMHR determines that the member is worthy of being considered for a promotion, the member will be re-introduced into the promotion process at the stage from which they were removed.

3. 14. If it is determined that the member would have been the selected candidate, placement will be made at the first opportunity.

3. 15. A member on progress reporting or who has been served with a notice of shortcomings during the 12 months before the advertisement of the job opportunity will not be eligible to compete.

EXCEPTION: If sec. 3.5.3. applies.

3. 16. A successful candidate who is on a part-time schedule will be required to end the part-time arrangement before being selected for promotion.

3. 17. A member on LWOP, for reasons other than maternity leave or parental leave, will not be advanced to a board, nor an RM selected from the qualifying list unless they have informed the DMHR of their intent to return to duty, Refer to NCM ch. 3.2., Leave Without Pay.

3. 18. To be eligible to apply for promotion, members must have successfully completed the Managing Safely Course (Course Code 000094), which is available on Agora.

3. 19. All RMs, CMs, S/Csts., and S/Cst. members being considered for a promotion will be subject to a final review.

NOTE: Final review means an administrative review of employee self-disclosure information, Form 6430, Employee Disclosure for Final Review, and other relevant information, by the DMHR, to determine the eligibility of an employee to continue in a staffing action, as per *R. v. McNeil*, 2009 SCC 3, OM ch. 20.1., and sec. 3.9. The relevance of any prior finding that the member has contravened the Code of Conduct to the position in question will be assessed on a case-by-case basis.

3. 19. 1. Upon request, an employee must complete and submit Form 6430 as per OM Part 20, Legal Proceeding.

3. 19. 1. 1. When employee misconduct or an allegation of misconduct is disclosed on Form 6430, the employee may include a rationale justifying their continuation in the staffing action. When preparing the rationale, the employee should refer to *R. v. McNeil*, 2009 SCC 3, OM ch. 20.1., and sec. 3.9.

3. 19. 2. An employee who is not advancing in the promotion process due to a final review will receive a written decision and rationale from the DMHR. The security classification of the correspondence will normally be Protected B.

3. 19. 2. 1. In such a case, the line officer will recommend another candidate to the DMHR from the pre-selection list.

3. 19. 3. When an inter-regional candidate is not selected due to a final review, the sending CDR office will be advised.

NOTE: A copy of the decision and rationale will not be sent to the CDR office.

3. 19. 4. Form 6430 will be retained on the staffing action file in a sealed envelope.

4. Acting Appointment – Member Position

4. 1. An employee may be appointed, on the basis of merit, to temporarily perform the duties of a vacated position. The requirements for the position, including the language requirements, will be considered in making this determination.

4. 2. Normally, an acting appointment authorization will be made by the immediate supervisor of the vacated position.

4. 2. 1. An incumbent may not appoint an employee to perform their duties on an acting basis.

EXCEPTION: For a short-term replacement of a commanding officer (CO), the CO must initiate an acting appointment change report in HRMIS.

4. 3. If the CO is the direct supervisor, they may delegate the responsibility to authorize acting appointments.

4. 4. A continuous acting appointment will not be authorized for more than six months, unless Form 6381, Request for Acting Position over 6 months - CM/RM is approved by the DMHR.

4. 5. A member who does not meet the language requirements of the position will not be appointed for more than four months, unless a written request, with supporting rationale, is submitted by the manager and approved by the DMHR/delegate.

4. 5. 1. The rationale must include the reasons for not identifying a member who meets the position's language requirements.

4. 6. When an acting appointment is made to an encumbered position, acting pay can only be paid to one employee.

4. 6. 1. An encumbered position is one which is permanently staffed, but the employee is absent.

4. 7. When an acting appointment is made to an unencumbered position, acting pay may be paid to a second employee if the original appointee is away.

4. 7. 1. An unencumbered position is one which is awaiting permanent staffing.

4. 8. An employee must have full responsibility for the duties of the position that they are appointed to on an acting basis.

EXCEPTION: When a member, based on sec. 14.1.3., is appointed to an acting role as per sec. 14.1.3.1. and 14.1.3.2.

4. 9. An employee performing the duties of a position on an acting basis will also perform the duties of their permanent position.

EXCEPTION: When the immediate officer approves that the employee should only perform the duties of the acting position.

4. 10. An acting appointment may be subject to a review by the DMHR, as per sec. 3.7. to 3.9.7. or sec. 3.19.

4. 11. If a member is receiving the Senior Constable Provisional Allowance and acting pay, and is subsequently promoted retroactively, the amount of the provisional allowance paid to the date of promotion and a superannuation adjustment will be recovered from the member.

4. 11. 1. A member may request from the DMHR that their Senior Constable Provisional Allowance be suspended for the period of the acting appointment.

4. 12. For information on the administration of acting appointments in HRMIS, refer to CMM ch. 3, App. 3-3, Staffing Transaction Administration in HRMIS.

5. Effective Date of a Promotion

5. 1. A member will not be promoted until they occupy a vacant classified position on a permanent basis.

5. 2. The promotion effective date cannot precede the authorized date of transfer, the fulfillment of all conditions, or the member's return from leave.

5. 3. The effective date of a promotion will be the:

5. 3. 1. effective date of a classification upgrade, provided that the member occupies the position on a permanent basis and is authorized by the transfer or promotion process to remain in that position;

5. 3. 2. date that the member departs from the old position, as indicated on the staffing transaction in HRMIS;

5. 3. 3. date that the member meets all of the requirements of the transfer order if they were to be promoted on a conditional basis; or

5. 3. 4. date that the member occupied a promotional position on an acting-appointment basis, provided that they continuously occupied a promotional position since this date, and are now authorized to occupy a promotional position on a permanent basis.

EXCEPTIONS:

1. When a CM has been in receipt of continuous acting pay and is subsequently promoted to a position that is higher than the level of the acting appointment, the promotion will be effective on the date that the member permanently occupied the higher-level position. For example, if an ADM-03 is acting in an ADM-04 position and is subsequently promoted to ADM-05, the member will be promoted effective the date that they occupied the ADM-05 position.

2. When a CM has been in receipt of continuous acting pay and is subsequently promoted to a position that is lower than the level of the acting appointment, the promotion will be effective on the date that the member began the acting appointment. For example, if an ADM-03 is acting in an ADM-05 position and is subsequently promoted to ADM-04, the member will be promoted effective the date that they began acting in the ADM-05 position.

5. 4. When the start date of the Field Coaching Program (FCP) is delayed as a result of RCMP-approved training or a temporary deployment, the effective date will be the date that the member would have been eligible for promotion had the delay not occurred.

5. 5. When a member is promoted as a result of a successful grievance or following the dismissal of allegations, which had caused the member to be excluded from the promotion process:

5. 5. 1. if the original promotion would not have involved the relocation of the affected member, the effective date of promotion will be the date that the NPU initiated the promotional staffing transaction in HRMIS for the original successful candidate; or

5. 5. 2. if the original promotion would have involved the relocation of the affected member, the effective date of promotion will be 90 days after the date that the NPU initiated the promotional staffing transaction in HRMIS for the original successful candidate.

5. 6. When sec. 5.5. applies, the CDR office in the division that initiated the staffing action will:

5. 6. 1. consult with the member's current Career Development and Resourcing Advisor (CDRA);

5. 6. 2. interview the member to evaluate their career aspirations, interests, and suitability; and

5. 6. 3. identify and place the member in a position commensurate with their qualifications at the first opportunity.

5. 7. The division that initiated the staffing action will be responsible for all costs associated with providing redress.

6. Promotion While in a Full-Time Equivalent Exempt from Classification Position

6. 1. When a member in a Full-Time Equivalent Exempt from Classification (FTEEC) position is the recommended candidate for a promotional opportunity, excluding Promotion by Exception, and has met all other requirements for promotion (e.g. medical, and language requirements):

6. 1. 1. If the release date from the FTEEC position is more than one year from the day the member was identified as the recommended candidate, the member will be promoted against the identified position, then transferred back to the FTEEC position at the higher rank.

6. 1. 1. 1. Another candidate will be selected from the pre-selection list.

6. 1. 2. If the release date from the FTEEC position is within one year of the day the member was identified as the recommended candidate, the promotion will proceed after the member has completed the FTEEC assignment.

6. 1. 2. 1. The position may be filled by a temporary or acting appointment, but will not normally involve the physical relocation of another member.

6. 1. 3. When sec. 6.1.1. or 6.1.2. apply, the effective date of promotion will be the date that the NPU initiates the promotional staffing transaction in HRMIS.

7. Retaining a Promoted Member in Exceptional Circumstances

7. 1. General

7. 1. 1. A member may be retained in their unit after being promoted to another unit provided that the:

7. 1. 1. 1. member occupies a specialized position that is technical in nature, requiring certification or an understudy program; or

7. 1. 1. 2. DMHR/delegate has determined, based on exceptional circumstances, that the member should be retained; and

7. 1. 1. 3. member agrees to be retained.

7. 1. 2. The period of retention will not normally exceed two years.

7. 1. 3. After the promotion has been approved by the DMHR/delegate, the member will be listed as promoted against the identified position and then transferred back to their original position, in an over-ranking capacity.

NOTE: Listing the member as promoted against the identified position does not conclude the staffing action.

7. 1. 3. 1. The over-ranking situation should be normalized within the unit at the first opportunity.

7. 1. 3. 2. If the pre-selection list associated with the position includes other candidates, the selecting line officer will recommend another candidate.

7. 2. Line Officer

7. 2. 1. Notify your CDR office, as soon as possible, of your intention to submit a business case to retain the member.

7. 2. 2. Prepare a business case outlining the reasons for recommending retention of the member including:

7. 2. 2. 1. details regarding the specialized nature of the position or the exceptional circumstances,

7. 2. 2. 2. the length of time that the member has occupied the position and any specialized training or other expenses that have been incurred,

7. 2. 2. 3. the anticipated time and cost required to backfill the position with a qualified replacement,

7. 2. 2. 4. confirmation of the member's agreement to be retained, and

7. 2. 2. 5. other relevant information.

7. 2. 3. Submit the business case to your divisional CDR office and provide a copy to the NPU within 14 days of the date that the member is advised that they are the successful candidate.

7. 3. Delegated Manager for Human Resources/Delegate

7. 3. 1. In consultation with the commanding officer (CO)/director general (DG), the line officer responsible for the promotional position, and others as deemed necessary, ensure that the business case is sound and meaningful before approving retention of the member.

7. 3. 1. 1. When the position identified for promotion and the member's current position fall under different approval authorities, ensure that you also consult with the CO/DG and DMHR/delegate responsible for the promotional position.

8. Grieved Performance Rating and Promotability – Special Constable and Special Constable Member

8. 1. If a member grieves their performance evaluation for reasons relating to performance rating or non-promotability while they are a candidate for a promotional opportunity, the grieved performance evaluation will be set aside insofar as its consideration in the current promotional process is concerned.

8. 2. If the grieving member is selected for the position, their promotion will be held in abeyance pending the outcome of the grievance.

8. 3. If the adjudication authority upholds all of the member's grieved performance ratings or promotability, the member will be promoted.

8. 4. If the level II adjudication authority denies the member's grievance on their promotability, the member will be removed from the competition and the number two rank-ordered candidate will be promoted.

9. Eligibility List – Other than Regular Members

9. 1. A Structured Interview Board (SIB) for CMs, or a promotion board for other members, will develop an eligibility list if requested by the CDR representative, and submit their findings and recommendations, including any dissenting views, to the DMHR/delegate.

9. 2. An eligibility list consists of members who have been rank-ordered in relation to one another by an SIB for CMs and a promotion board for other members.

9. 3. Eligibility lists may be developed for like positions that are, or are anticipated to be, vacant. Like positions have identical job requirements.

9. 4. If a candidate is placed on an eligibility list, they must be notified.

9. 5. An eligibility list may be valid for up to a maximum of 365 days for all members, beginning on the day after the list is approved by the DMHR.

9. 6. If an eligibility list is used to staff a vacant position, the number one rank-ordered candidate will be selected after the candidate's interest has been confirmed.

EXCEPTION: If extenuating circumstances exist (e.g. performance problems or an ongoing investigation), the DMHR/delegate may change the rank-ordering of candidates or remove a candidate from an eligibility list based on relevant information. The situation must be justified and documented, and the candidate must be informed.

10. Noncommissioned Officer Promotion Process

10. 1. General

10. 1. 1. The promotion process is an operational process facilitated by Human Resources, but driven based on operational requirements.

10. 1. 2. RCMP competencies will be used in the promotion process. Refer to CMM ch. 12., Competency Based Management, and the RCMP Competency Based Management.

10. 1. 3. A member who is interested in a promotion should review the competency profile and other job requirements included in the job code, and consult with their supervisor about developing a learning plan to meet the requirements.

10. 1. 4. The promotion process consists of five stages:

10. 1. 4. 1. qualifying list based on the JSEs,

10. 1. 4. 2. supervisor and line officer support,

10. 1. 4. 3. advertisement,

10. 1. 4. 4. competency validation, and

10. 1. 4. 5. selection including final review. Refer to sec. 3.19.

10. 1. 5. Candidates must meet all of the requirements identified in the first four stages before advancing to the final stage.

10. 1. 6. Organizational competencies will normally be assessed during the first stage and be considered at other stages.

10. 1. 7. Candidates must follow all instructions included on or linked to the job advertisement and the promotion application documents.

10. 1. 8. The following Operational Skills Maintenance must be valid on the closing date of the job advertisement, unless the member has been granted an exemption by the DMHR based on medical restrictions or limitations, or other extraordinary circumstances:

10. 1. 8. 1. pistol re-certification. Refer to FM ch. 2., Qualification;

10. 1. 8. 2. baton, carotid control, and OC spray re-certification. Refer to OM ch. 17.5., Less Lethal Use of Force;

10. 1. 8. 3. IMIM online re-certification. Refer to OM ch. 17.1., Incident Management Intervention Model; and

10. 1. 8. 4. First Aid and CPR, or equivalent. Refer to OSM ch. 9., First Aid.

10. 1. 9. To be considered for a DMHR exemption, as per sec. 10.1.8., the member must request line officer support through their chain of command.

10. 1. 9. 1. To recommend a DMHR exemption, the line officer must submit a written request, with supporting rationale, to the divisional CDR office.

10. 1. 9. 2. A DMHR exemption will not normally be considered when the reason for non-compliance is within the member's control.

10. 1. 9. 3. If a DMHR exemption is granted, the member and their supervisor will take steps to ensure that the member is compliant by the diary date indicated by the DMHR, or if no date is indicated, at the first opportunity.

10. 1. 9. 4. When applicable, confirmation that a DMHR exemption has been granted must be indicated by the member and certified by their supervisor on Form 5145, Application NCO Promotion Process.

10. 1. 10. A member who is promoted to sergeant (Sgt.) after 2018-03-31 must successfully complete the Manager Development Program (MDP) before applying for promotion to staff sergeant (S/Sgt).

NOTE: At the discretion of the OIC Performance Centre, a Sgt. who has occupied a promotional position or positions on an acting basis, continuously for at least six months, may enroll in the MDP.

10. 1. 11. A member who is promoted to corporal (Cpl.) after 2019-03-31 must successfully complete the Supervisor Development Program (SDP) before applying for promotion to Sgt.

NOTE: At the discretion of the OIC Performance Centre, a Cpl. who has occupied a promotional position or positions on an acting basis, continuously for at least six months, may enroll in the SDP.

10. 1. 12. For effective dates of promotion, refer to sec. 5.

10. 1. 13. In extraordinary circumstances, a line officer may exempt a member from the SDP or MDP requirements outlined in sec. 10.1.10. and 10.1.11.

10. 1. 13. 1. An exemption will not normally be granted if the reason for non-compliance is within the member's control.

10. 1. 14. For detailed information on the SDP and MDP, refer to LTDM ch. 3.6., Leadership and Management Development Programs.

10. 2. Service Requirements

10. 2. 1. A Cst. is eligible to write the Cpl. JSE provided that, before April 1 of the next calendar year, they will have at least:

10. 2. 1. 1. seven years of service as an RM, e.g. to write the Cpl. JSE in February 2019, a Cst. must have completed seven years of service before 2020-04-01; or

10. 2. 1. 2. for a Cst. who has graduated from a Canadian police training institution and has previous Canadian police service, seven years of Canadian police service is required, including two years as an RM.

10. 2. 2. A Cst. who has been approved for early entry into the promotion process will also be permitted to write. Refer to sec. 10.2.8.

10. 2. 3. A Cst. who would like to apply for promotion to Cpl. must have seven years of service as an RM.

EXCEPTIONS: Refer to sec. 10.2.4., 10.2.8., and 10.5.4.

10. 2. 3. 1. Service for a S/Cst. engaged before 1988-06-30 will be included as RM service.

10. 2. 3. 2. A member's promotion data will become effective on the date that the member meets the service eligibility requirements for promotion.

10. 2. 4. To be eligible to apply for promotion to Cpl., a Cst. who meets the description in sec. 10.2.1.2., must have combined Canadian police service totalling seven years, including two years as an RM. For information on the exception, refer to sec. 10.2.8.

10. 2. 4. 1. Effective 2009-03-12, military police service obtained after 2002-01-01 will be accepted as previous police service.

NOTE: Retroactive promotional opportunities are not created when sec. 10.2.4.1. applies.

10. 2. 5. To be eligible to write the senior NCO JSE, a Cpl. or Sgt. must have two years of service at their current rank before April 1 of the next calendar year, e.g. to write the senior NCO JSE in February 2019, the member must have completed two years of service in the rank before 2020-04-01. Service in the rank will be determined by the effective date for promotion. The member's promotion data will become effective when the two years are completed.

NOTE: Retroactive promotional opportunities are not created when sec. 5.3.4. applies.

10. 2. 6. A Cpl. or Sgt. wanting to apply for promotion to the next rank must have two years of service at their current rank.

EXCEPTION: Refer to sec. 10.5.4.

10. 2. 7. Members will only be considered for promotional opportunities at the next rank, e.g. to be considered for a promotional opportunity at the S/Sgt. rank, a member must be a Sgt.

10. 2. 8. A Cst. with less than seven years of service may self-identify to their supervisor for early entry into the promotional process, provided that the member:

10. 2. 8. 1. has at least five years of service as an RM; or

10. 2. 8. 2. for a member with previous Canadian police service following graduation from a Canadian police training institution, has at least two years of service as an RM and combined Canadian police service totalling five years; and

10. 2. 8. 3. does not have a failed JSE result for the current JSE period, e.g. a member who failed the 2019 Cpl. JSE would not be considered for early entry before 2020-03-31.

10. 2. 9. To recommend support for early entry, the member's line officer must complete Form 5775, NCO Promotion Process - Early Entry (Cst. with five to seven years of service), in consultation with CDR in the member's division.

10. 2. 9. 1. Supporting rationale will be based on developmental potential, performance, behaviour, ability to meet specialized functional competencies, previous police service, if applicable, and any other relevant information.

10. 2. 10. Career Development and Resourcing will ensure that a member who is being considered for early entry meets the eligibility requirements, as per sec. 10.2.8. to 10.2.8.3., and will verify whether or not the member has a valid passing JSE score.

10. 2. 10. 1. A member who is eligible for early entry but who does not have a valid passing JSE score will be contacted by CDR to schedule a time to write the JSE. If the member writes and fails the JSE, the recommendation for early entry will not be considered further.

10. 2. 11. The DMHR/delegate will ensure the rationale for a supported member is sound and meaningful before approving the recommendation of the line officer. The DMHR may consult with the CO and others deemed appropriate.

NOTE: Eligibility becomes effective on the date the recommendation is approved.

10. 2. 12. Once approved, the DMHR/delegate will forward Form 5775 to the NPU.

10. 2. 13. Approval for early entry is not job specific and, once approved, will remain in effect unless support is withdrawn. Refer to sec. 10.7.

10. 3. Promotional Opportunities Based on Collator Code

10. 3. 1. A member who occupies a centralized position located outside of National Headquarters, Ottawa, with a collator code starting with N or S may compete as a regional candidate for a decentralized promotion in the staffing region where their position is geographically located, and as a national candidate for other decentralized promotions anywhere in Canada.

10. 3. 2. A member who occupies a centralized position with a collator code starting with N, S, or T located at National Headquarters, Ottawa, or at Depot Division, during their first three years in such a position, may compete as a national candidate for a decentralized promotion anywhere in Canada. After three years, the member may compete as a regional candidate for a decentralized promotion anywhere in Canada.

10. 3. 3. A member who occupies a centralized position located outside of "Depot" Division or National Headquarters, Ottawa, with a collator code starting with T may compete as a regional candidate for a decentralized promotion in the staffing region where their position is geographically located and as a national candidate for other decentralized promotions anywhere in Canada.

10. 3. 4. In exceptional circumstances, pursuant to a letter of agreement (LOA), the DMHR/delegate may allow a member to compete as a regional candidate for a decentralized promotion anywhere in Canada after completing an agreed upon posting at a specific location.

10. 3. 5. To be eligible to compete as a regional candidate based on sec. 10.3.4., a member responding to a job advertisement for a decentralized promotion must include a copy of the signed LOA with their application package.

10. 4. Additional Requirements/Competencies/Selection Tools

10. 4. 1. On Form 2285, the manager may recommend:

10. 4. 1. 1. additional functional competencies that reflect the communities the RCMP serves;

10. 4. 1. 2. contexts for applicable competencies, selected from the drop-down list on Form 2285;

10. 4. 1. 3. specific organizational competencies from an existing competency profile for the position at the approved minimum proficiency level;

10. 4. 1. 4. other job requirements; and

10. 4. 1. 5. desirable attributes which may be considered by the line officer when selecting the recommended candidate.

NOTE: Candidates are not required to meet desirable attributes.

10. 4. 2. All recommendations must be accompanied by supporting rationale and will normally receive the unanimous support of a committee consisting of two subject matter experts (SMEs) and the DMHR/delegate, before they are approved.

10. 4. 2. 1. When the committee does not achieve unanimous consent, the committee will submit its rationale to the CO/DG/delegate for a decision.

10. 4. 3. Other selection tools (e.g. SIs and job knowledge examinations) may be used to determine the successful candidate. Costs associated with the development and application of additional selection tools will be the responsibility of the requestor.

10. 4. 4. Human Resources will provide guidance in the development and appropriate use of any additional selection tools. The DMHR/delegate will make the final decision concerning the use of additional selection tools.

10. 5. Pre-selection Lists for Candidate Pools

10. 5. 1. A candidate pool pre-selection list may be established if, in addition to the positions identified on the original Form 2285, it is anticipated that there will be one or more promotional opportunities with the same job requirements and at the same location.

10. 5. 2. A candidate pool pre-selection list can be valid for any period of time up to one year from the closing date of the advertisement. Form 2285 must be received at the CDR office on or before the expiration date of the validity period.

10. 5. 3. The validity period for a candidate pool pre-selection list will be determined by the OIC, NPU/delegate after consultation with the operational manager who has responsibility for the position or group of positions.

10. 5. 4. A member who will complete the promotion process service eligibility requirements during the validity period for a candidate pool pre-selection list may apply to the advertisement. The member's promotion data will become effective on the date the member meets the service eligibility requirements for promotion. Refer to sec. 10.2.

10. 5. 5. When a candidate pool pre-selection list has been established, service eligibility requirements must be met on the day the NPU asks the candidate to confirm their interest in proceeding to the selection stage.

10. 6. Job Simulation Exercise

10. 6. 1. The JSE measures the organizational competencies at the organizational competency group level.

10. 6. 2. The DMHR/delegate is responsible for the administration, security, and proctoring of the JSE as per the guidelines provided by the National Staffing Program.

10. 6. 2. 1. Answer sheets and test booklets will be returned to the National Staffing Program.

10. 6. 3. The JSE is administered annually.

10. 6. 3. 1. Members may participate in the JSE during regular work hours. Refer to FMM ch. 9.8, Travel Directive.

10. 6. 3. 2. Test dates will normally be scheduled during the month of February.

10. 6. 3. 3. Members will be advised of the scheduled test dates and will be required to register by an assigned diary date.

10. 6. 4. A member who is unable to attend one of the scheduled test dates will not normally participate in the promotion process.

10. 6. 5. When sec. 10.2.10.1. applies, or in extraordinary and justifiable circumstances, as determined by the DMHR, an individual test date may be scheduled for a member who did not participate in the regularly scheduled JSE testing.

10. 6. 5. 1. To protect the integrity of the exam process, a member who writes the JSE, based on sec. 10.6.5., will be ineligible to re-write before a minimum of eight months has passed.

10. 6. 6. The JSE scores become valid when they are uploaded in HRMIS, and remain valid for three years from April 1 of the exam year. For example, 2018 JSE scores expire on 2021-03-31, regardless of when the exam was written or when the scores were uploaded in HRMIS.

10. 6. 6. 1. If a member chooses to re-write the exam before the expiration of their JSE score, only the most recent score will apply.

10. 6. 7. A member must notify their DMHR/delegate of any disability that requires special accommodation.

10. 6. 8. A member must be prepared to identify themselves at the test site with their RCMP identification card or other piece of personal identification that includes a photo.

10. 6. 9. A minimum JSE passing score for each rank will be applied.

10. 6. 10. To apply for promotion, a member must have a valid passing JSE score at the target rank.

10. 6. 11. Career Development and Resourcing will:

10. 6. 11. 1. when requested by the DG, Workforce Programs and Services, provide the total number and ranks of members who have shown an interest in writing the upcoming examinations;

10. 6. 11. 2. ensure that the test site managers return answer sheets, unused test booklets, and other documents noted in the Administrators' Guide, to the National Staffing Program; and

10. 6. 11. 3. log and destroy all used test booklets.

10. 7. Supervisor and Line Officer Support

10. 7. 1. A member must have the support of their supervisor and line officer before responding to a job advertisement and throughout the promotion process.

10. 7. 2. The supervisor and line officer support portion of the member's Form 5145, including rationale, will be completed for a supported candidate. The supervisor must sign Form 5145 where indicated.

10. 7. 2. 1. The recommendation for support on Form 5145 can only be made by the member's current supervisor.

10. 7. 2. 2. When the supervisor has not supervised the candidate for at least four months, they will normally consult others deemed appropriate before completing the form.

10. 7. 2. 3. Before completing Form 5145, the supervisor will consult with the line officer or delegate. The line officer or delegate will be the decision-maker.

10. 7. 3. Support can be withdrawn at any time and the candidate will be removed from the promotion process.

10. 7. 4. The supervisor and line officer support document, Form 5146, Supervisor / Line Officer Support - NCO Promotion Process, will be completed for a non-supported candidate and to support a previously non-supported candidate. The line officer will be the decision-maker.

10. 7. 4. 1. A non-supported candidate can be supported after six months have passed, provided they have successfully completed the required development and corrected the shortcomings. The six-month timeframe will begin from the date of the supervisor's recommendation.

10. 7. 5. In the event of a disagreement between the supervisor and the line officer or delegate, the line officer or delegate will complete Form 5145 for a supported candidate or Form 5146 for a non-supported candidate.

10. 7. 6. The supervisor and line officer must read and follow the guidelines for completion of Form 5146. Refer to CMM App. 4-1, Guidelines for Completing the Supervisor or Line Officer Non-Support Documentation.

10. 8. Advertisement

10. 8. 1. Before a position is advertised, funding for the relocation must be available.

10. 8. 2. Priority members must be considered as per CMM ch. 7., Priority Administration, sec. 8., Priority Placement, followed by laterally interested candidates before a decision is made to proceed with an opportunity for promotion.

10. 8. 3. HRMIS will be used to identify lateral candidates unless the provisions of CMM ch. 5., Job Descriptors and Job Requirements, sec. 5.1.1.1., 5.1.1.2., and 5.1.1.3. apply, at which time the position will be advertised for lateral interest only.

10. 8. 3. 1. If no suitable lateral candidates are identified, the position may be advertised as a promotional opportunity.

10. 8. 3. 2. Once advertised, a promotional opportunity will advance through the regular promotion process unless:

10. 8. 3. 2. 1. the lateral member being considered for the position became a priority for placement after the promotion process began;

10. 8. 3. 2. 2. the transfer of the member being considered will allow the placement of a member who became a priority for placement after the promotion process began; or

10. 8. 3. 2. 3. a written request to cancel a promotional opportunity has been submitted by the hiring line officer and approved by the DMHR before the NPU initiates the promotional staffing transaction in HRMIS.

10. 8. 4. All promotional opportunities are open to all qualified and eligible members and will be advertised nationally for 21 days.

10. 8. 5. The advertisement will inform candidates about the required competencies, other job requirements, desirable attributes, and any other relevant information. For the advertising process, refer to CMM ch. 5.

10. 8. 6. Members must submit a complete application package, which includes:

10. 8. 6. 1. the application, Form 5145, Application - NCO Promotion Process;

10. 8. 6. 2. Form 5144, Competency Résumé - NCO Promotion Process;

10. 8. 6. 3. Form 5147, Covering Letter - NCO Promotion Process; and

10. 8. 6. 4. additional information as required.

NOTE: Refer to CMM App. 4-2, Completion of the Competency Résumé and CMM App. 4-3, Covering Letter for Noncommissioned Officer Promotion Process.

10. 8. 7. The NPU will use information provided on Form 5145 to confirm that candidates meet the Operational Skills Maintenance criteria, as per sec. 10.1.8. and 10.1.9.4., and may consult HRMIS to verify.

10. 8. 8. Before applying for promotion, members must verify their own Operational Skills Maintenance information using HRMIS/HR-Online Self-Service.

10. 8. 8. 1. Relevant Operational Skills Maintenance information that is not available in HRMIS (refer to sec. 10.1.8.) must be provided by the member and verified by their supervisor on Form 5145.

10. 8. 8. 2. A member who does not provide the appropriate Operational Skills Maintenance information on Form 5145 will not advance in the promotion process.

10. 8. 9. A member who has an objection to the participation of a line officer, delegate, or SME identified on the job advertisement, must provide a rationale.

10. 8. 10. Application documents or objections received after the closing date indicated on the job advertisement, without a valid reason as determined by the OIC, NPU/delegate, will not be considered.

10. 8. 11. An incomplete application package will not be considered.

10. 8. 12. Members who apply to an advertisement and meet all of the requirements, other than the required competencies, will advance to the competency-validation stage.

10. 9. Competency Validation

10. 9. 1. The required functional competencies and minimum proficiency levels will be identified on the job advertisement.

10. 9. 2. Competencies that have a minimum required proficiency level of three or higher will be validated to the minimum level based on the recommendations and supporting rationale provided by a validation committee.

10. 9. 3. Each example submitted for validation will be evaluated individually.

10. 9. 4. Upon receipt of the validation committee recommendation, the NPU will enter the results in HRMIS for candidate and administrative purposes.

NOTE: Results are considered final when they have been approved by the OIC, NPU/delegate.

10. 9. 5. To meet the minimum level for a required competency, a candidate must successfully validate at, or above, the minimum level on two different examples.

10. 9. 5. 1. A candidate who successfully validates on only one of two examples submitted will not advance to the selection stage.

10. 9. 5. 1. 1. When applying to a future promotional opportunity requiring the same competency, copies of both the successful and unsuccessful CRs, must be supplied along with a new and different example for validation.

10. 9. 6. At the discretion of the OIC, NPU/delegate, a validation committee may be convened during the selection stage to validate a competency that has a minimum proficiency level lower than three.

10. 9. 6. 1. Results will be valid for the current promotional opportunity only and will not be entered in HRMIS.

10. 9. 6. 2. A candidate who is found not to meet the minimum level will be removed from the pre-selection list.

10. 9. 7. The most recent validation finding will be used in the promotion process.

10. 9. 8. A candidate who is deemed to meet a competency at a given level will not be re-validated for the same level or lower.

EXCEPTION: If sec. 10.9.6. applies.

10. 9. 9. When validation is not required, the candidate will submit two new or previously used examples to be considered by the selecting line officer, in the event the candidate advances to the short list.

10. 9. 10. A candidate who fails to meet a required proficiency level will be removed from any ongoing staffing actions requiring the failed competency at the same level or higher.

10. 9. 10. 1. The candidate may apply for re-validation when applying to a job advertisement that closes after the date of the unsuccessful validation result.

10. 9. 11. The validation committee will consist of two validation committee SMEs who are at the target rank or level or higher. Normally, the responsible manager will not be part of the validation committee.

10. 9. 12. Before participating in the validation process, the validation committee SMEs must successfully complete the validation committee member training.

10. 9. 12. 1. A candidate for validation committee member training will be identified by their supervisor or line officer, and trained by the divisional CDR office.

10. 9. 13. The hiring line officer, in consultation with the divisional CDR office, will identify validation committee SMEs.

10. 9. 14. The names of the validation committee SMEs will be provided to the candidates.

10. 9. 14. 1. Candidates will be given a minimum of seven days to submit an objection to the participation of a committee member. All objections must include reasons and must be received in writing by the assigned due date. If the OIC, NPU/delegate agrees, an alternate validation committee SME will be identified.

10. 9. 14. 2. If a candidate does not respond by the assigned due date, it will be concluded that they have no objection to the committee members that have been identified.

10. 9. 15. The OIC, NPU/delegate will:

10. 9. 15. 1. approve the recommendation of the validation committee, and

10. 9. 15. 2. ensure the rationale for each unsuccessfully validated example is sound and meaningful.

10. 10. Selection for Promotion

10. 10. 1. A candidate on the pre-selection list is deemed to be competency qualified to perform the duties associated with the position.

EXCEPTION: If sec. 10.9.6. applies.

10. 10. 2. Seven candidates will be advanced from the pre-selection list to the short list, based on the highest JSE scores.

10. 10. 2. 1. If seven candidates cannot be identified, selection will proceed with fewer than seven.

10. 10. 3. When staffing a decentralized position, the seven top-ranked regional candidates on the pre-selection list, which includes those identified as regional based on sec. 10.3., Promotional Opportunities Based on Collator Code, or CMM ch. 7., will be advanced to the short list.

10. 10. 3. 1. When there are fewer than seven regional candidates, the number of national candidates required to bring the short list to seven will also be advanced, if available, based on the highest JSE scores.

10. 10. 4. Candidates will have the option of submitting an updated covering letter, Form 5147, when the line officer has not made their selection within 75 days of:

10. 10. 4. 1. the closing date of the most recent job advertisement, or

10. 10. 4. 2. a previous deadline for the submission of an updated covering letter.

10. 10. 5. When sec. 10.10.4. applies, candidates will be contacted by NPU and given a minimum of seven days to submit an updated covering letter.

10. 10. 5. 1. If an updated covering letter is not submitted by the specified due date, the candidate's original covering letter will be advanced to the selection stage.

10. 10. 6. The NPU will ask candidates to confirm, by a specified due date, their interest in proceeding to the selection stage.

10. 10. 6. 1. A candidate who withdraws their interest in writing by the due date will be removed from further consideration for the position.

10. 10. 6. 2. A candidate who withdraws their interest after the due date, without a valid reason, will not be considered for promotion for six months from the day that the member withdraws from the process. The member will be considered in response to promotional opportunities advertised after the six-month penalty has expired. For examples of valid reasons for refusing a transfer, refer to CMM ch. 3., sec. 1.1.14.

NOTE: This list is not exhaustive and each member's reasons, together with supporting rationale, must be considered by the OIC, NPU/delegate before a decision is made.

10. 10. 7. The line officer/delegate will consider the information contained in the application form, the CR, the covering letter, and any other relevant information obtained from other selection tools, and will identify the recommended candidate whom they have determined as being the right fit. The NPU will not provide the line officer/delegate with candidates' performance evaluations, JSE scores, or employee self-disclosure documentation.

10. 10. 7. 1. A line officer/delegate may seek the opinion of an SME when considering the candidates' application documents. An SME who participated in the validation committee for a staffing action will not participate in the selection process for the same staffing action.

10. 10. 8. The names of the line officer/delegate and SME will be provided to the candidates.

10. 10. 8. 1. Candidates will have a minimum of seven days to submit an objection to the participation of a line officer/delegate or SME. All objections must include reasons and must be received, in writing, by the assigned due date. If the OIC, NPU/delegate agrees, an alternate line officer/delegate or SME will be identified.

10. 10. 8. 2. If a candidate does not respond by the assigned due date, it will be concluded that they have no objection to the line officer/delegate or SME identified.

10. 10. 9. The line officer/delegate may request the use of other selection tools to assist in selecting the recommended candidate. Refer to sec. 10.4., Additional Requirements/Competencies/Selection Tools.

10. 10. 10. The line officer will normally make their recommendation within seven days of receiving the selection package.

10. 10. 11. The line officer will supply all required supporting documentation, including Form 5180, Line Officer Recommendation Rationale - NCO Promotion Process, to the OIC, NPU/delegate.

10. 10. 12. Before approving the promotion recommendation, the OIC, NPU/delegate will ensure that the rationale provided to unsuccessful candidates is sound and provides sufficient information, indicating why the recommended candidate is the right fit for the position.

10. 10. 13. The NPU will confirm that there is nothing to preclude the recommended candidate from being considered for selection, e.g. meeting medical requirements and supervisor support.

10. 10. 14. When a recommended candidate does not meet the medical profile of the position, the NPU will refer the matter to the receiving DMHR/delegate for review and decision. Refer to AM ch. II.19., Occupational Health Services, sec. F.2.b., Career Development and Resourcing.

10. 10. 14. 1. The DMHR/delegate will consult with the Health Services Officer, the line officer of the new position, and others as deemed necessary, and will determine if the member will advance to promotion.

10. 10. 15. The recommended candidate will be given a minimum of seven days to submit Form 6430.

10. 10. 16. The DMHR will determine a recommended candidate's eligibility for promotion in relation to sec. 3.7. to 3.9., and sec. 3.19.

10. 10. 16. 1. The promotion administrator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR. In the case where the employee advises that there is no misconduct, then there is no requirement to forward employee self-disclosure documentation to the DMHR.

10. 10. 16. 2. The DMHR will consult as necessary (e.g. Professional Responsibility units and line officer/selecting manager) when considering their decision and when preparing rationale.

10. 10. 17. If, within 30 days after the promotional staffing transaction has been initiated in HRMIS, the NPU confirms that the recommended candidate will not occupy the position, and if there are other candidates on the short list:

10. 10. 17. 1. where applicable, the next ranked candidate will be advanced from the pre-selection list to the short list; and

10. 10. 17. 2. the line officer will recommend another candidate from the short list.

10. 10. 18. If the standard procedures for staffing a position fail to identify an interested and qualified candidate, the procedures for identifying and promoting a candidate by exception may be considered. Refer to CMM App. 4-4, Promotion by Exception.

11. Community Participation

11. 1. General

11. 1. 1. Except for the provisions found in this section and CMM ch. 3., sec. 5., Community Participation, the normal promotion process applies when a community representative or contract partner is directly involved in the staffing of a position.

11. 1. 2. The job advertisement will indicate the number of candidates to be advanced to the short list based on highest JSE scores. Refer to CMM ch. 3., sec. 5.1.6.

11. 1. 2. 1. The list of regional candidates, which includes candidates identified as regional based on sec. 10.3., or CMM ch. 7., sec. 10., must be exhausted before national candidates will be considered.

11. 1. 3. Candidates on the short list will be invited to participate in the Community Participation Interview (CPI).

11. 1. 4. The line officer/delegate will consider the recommendation of the CPI together with information contained in the candidates' application forms, CRs, and covering letters, and will identify the recommended candidate whom they have determined as being the right fit.

11. 2. Redress

11. 2. 1. Consult with the National Staffing Program before applying any redress in relation to a staffing action where direct involvement occurred.

12. Civilian Member Promotion Process

12. 1. General

12. 1. 1. For the CM promotion process, the listed authorities, with the exception of the CDRA, may delegate their responsibility.

12. 1. 2. The promotion process consists of four stages:

12. 1. 2. 1. a structured resume (SR);

12. 1. 2. 2. a supervisor recommendation;

12. 1. 2. 3. an SI; and

12. 1. 2. 4. reference checks.

12. 1. 3. For information on the reapplication waiting period for a CM position, refer to CMM App. 4-6, Reapplication Waiting Period for a Civilian Member Position.

12. 1. 4. The appropriate manager/delegate may list, in order of priority on Form 2285, the job requirements or recommend additions to the job requirements.

12. 1. 4. 1. All recommendations for additional job requirements will normally receive the unanimous support of the divisional/regional/directorate committee before they are forwarded for approval. When unanimous consent is not achieved, written submissions will be made by committee members presenting their rationale to the CO/DG/delegate for approval.

12. 2. Service Requirements

12. 2. 1. A CM criminal intelligence analyst working abroad with the International Liaison and Deployment Centre, is only eligible to apply for a promotion after having served a minimum of 24 months abroad, as of the closing date of the job advertisement for which they applied.

12. 3. Structured Résumé

12. 3. 1. Candidates must submit Form 3840, CM Promotion Process - Structured Résumé, demonstrating how they meet or exceed the job requirements. Refer to the CM Promotion Process Guidelines.

12. 3. 1. 1. Type-font characters less than 9 pt. size must not be used.

NOTE: Any alterations to the font size or the number of lines will result in disqualification.

12. 3. 1. 2. Attachments will not be considered.

12. 3. 2. A candidate who fails to submit Form 3840 by the due date will be ineligible to participate in the process for that particular position. In extenuating circumstances, the DMHR/delegate may provide extensions.

12. 3. 3. When a promotional staffing action takes place, and before any résumé is received, Form 3841, Civilian Member - Resumé Scoring Tool, must be developed using the job requirements and work description as a guide.

12. 3. 4. A maximum of five candidates will be short-listed, in top-down order of SR scores, and invited to attend the SI.

EXCEPTIONS:

1. If five qualified candidates cannot be identified, fewer than five can be considered by the SIB.

2. If the short listing process yields only one candidate or only one candidate applies (singleton), the SIB will convene, with the option of conducting a face-to-face interview.

12. 3. 5. When more than one like position is being staffed, the number of candidates who comprise the short list will be based on the following ratio: two positions, six candidates; three positions, seven candidates, etc.

12. 4. Supervisor Recommendation

12. 4. 1. Short-listed candidates will be asked to submit, by a predetermined date, a written recommendation from their supervisor concerning their promotability.

12. 4. 2. Any candidate who fails to provide the recommendation by the due date will be removed from the short list, and a replacement candidate will be advanced to the short list.

12. 5. Structured Interview

12. 5. 1. The SI will gather information concerning each candidate's ability to perform the duties of the position by assessing both core and functional competencies. Candidate responses will be scored against predetermined benchmarks.

12. 5. 1. 1. Interview questions, anticipated responses, scores, and pass marks will be developed using the job description, and will be approved by the DMHR/delegate before the closing date of the advertisement.

12. 5. 2. Short-listed candidates will be notified in advance of their invitation to the SI.

12. 5. 3. While SR scores are used for candidate screening purposes, SR scores are not considered in the SI process and will not be brought forward to this stage.

12. 5. 4. The SIB will be comprised of the hiring manager/delegate and the appropriate CDRA. Refer to sec. 12.6.2.3., NOTE.

12. 5. 4. 1. At the discretion of the DMHR/delegate, one SME may also participate in the SIB.

12. 5. 5. The DMHR/delegate will identify potential SIB members, and ensure they are trained in the process.

12. 5. 6. Candidates will be provided with the names of the SIB members. If a candidate objects to the participation of one of these members, the reason must be made in writing. If the DMHR/delegate agrees, an alternate member will be named.

12. 5. 7. Points for clarification, or questions concerning the contents of the short-listed candidates' documents, will be directed to the appropriate CDRA.

12. 5. 8. The SIB will score the candidate responses to the interview questions, and by consensus, rate each candidate before interviewing the next candidate.

12. 5. 9. After the interviews, the SIB members will consider the ratings of each candidate and all relevant information, including the supervisor recommendation, and recommend a selection to the DMHR.

NOTE: The SIB has the authority to disregard a negative recommendation on the part of a supervisor.

12. 5. 10. Using Form 3844, CM Promotion Process - Reference Check, reference checks of successful candidates will be conducted by the CDRA, on behalf of the SIB, after the interview.

12. 5. 11. Unsuccessful candidates will be provided feedback concerning their non-selection.

12. 5. 12. The CDRA will provide all required supporting documentation to the DMHR/delegate.

12. 5. 13. A candidate's personnel or service file will not be made available to the SIB.

12. 5. 14. Notes made by the SIB members during the interview will be retained on the staffing-action file.

12. 6. Promotion Process Coordination and Responsibilities

12. 6. 1. Delegated Manager for Human Resources/Delegate

12. 6. 1. 1. Coordinate the advertisement of the job opportunity and receipt of documents from candidates.

12. 6. 1. 2. Before the receipt of SRs, coordinate the development of the resume scoring tool and the SI questions, anticipated responses, weightings, and pass marks for the functional and core competencies with the hiring manager or SME.

12. 6. 1. 3. Confirm that the candidates who are to be short-listed for the SI meet the job requirements established for the position.

12. 6. 1. 4. Confirm that the supervisor recommendation is available.

12. 6. 1. 5. Confirm that the candidates meet the requirements outlined in sec. 3.7. to 3.9., and sec. 3.19.

12. 6. 1. 6. Coordinate with the SIB, the interview date and method to be used.

12. 6. 1. 7. Ensure SIB members have been trained to participate in the SI process.

12. 6. 1. 8. Provide all necessary information to the short-listed candidates, e.g. current job description, the interview date, and method to be used, and the names of the SIB members.

12. 6. 1. 9. If there is an objection to the SIB, coordinate the reselection of SIB members, and notify candidates accordingly.

12. 6. 1. 10. Coordinate the exchange of documentation between the SIB and the DMHR/delegate.

12. 6. 1. 11. Based on positive interview results, conduct reference checks on behalf of the SIB.

12. 6. 1. 12. Retain copies of all documentation on the staffing-action file.

12. 6. 1. 13. Ensure there is appropriate security for the promotion process and documents.

12. 6. 1. 14. Provide feedback to the candidates.

12. 6. 2. Hiring Manager and Subject Matter Expert

12. 6. 2. 1. Ensure a current, accurate, and classified job description exists for the position to be staffed before initiating the staffing action.

12. 6. 2. 2. Before the SRs are received, develop, in consultation with the responsible CDRA, the SR scoring tool, using the current job description.

12. 6. 2. 3. From the SRs, score those that meet the basic position requirements, and establish the candidate short list.

NOTE: To avoid preferential treatment of a candidate, the duties in sec. 12.6.2.2. and 12.6.2.3. must be shared. In addition, the hiring manager should not sit on the SIB if they have scored the SR.

12. 6. 2. 4. Before the closing date of the advertisement, develop the SI questions, anticipated responses, weightings, and pass marks, and obtain approval by the CDRA.

12. 6. 3. Delegated Manager for Human Resources/Delegate

12. 6. 3. 1. Ensure the rationale on Form 3847, Civilian Member Interview Results and Candidate/Applicant is sound, meaningful, and clearly supports the promotional recommendation.

12. 6. 3. 2. If necessary, reconvene the SIB and have it address any concerns.

12. 6. 3. 3. Conduct a final review to determine a member's eligibility to continue in the promotion process. Refer to *R. v. McNeil*, 2009, SCC 3, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the Code of Conduct to the position in question on a case-by-case basis.

NOTE: CDRA/promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises there is no misconduct, there is no requirement to forward employee self-disclosure documentation to the DMHR for decision.

12. 6. 3. 4. Consult as necessary, e.g. Professional Responsibility units and line officer/selecting manager in considering your decision and in the preparation of rationale.

12. 6. 3. 5. Advise the member and their line officer of your decision and rationale.

12. 6. 3. 6. Approve the promotional recommendation.

12. 6. 4. Candidate

12. 6. 4. 1. You are responsible for the preparation and timely submission of your SR and employee self-disclosure documentation. Refer to sec. 3.19.

12. 6. 4. 2. Clearly demonstrate how you meet or exceed the job requirements approved for the position. Information in your SR that is not related to the job requirements will not be considered. Provide two references who can verify your resume.

12. 6. 4. 3. If you are short-listed for an SI, obtain the job description from the CDRA to prepare for the SI.

12. 6. 4. 4. If you are a short-listed candidate, ensure that your supervisor's recommendation is available by the requested date.

13. Special Constable and Special Constable Member Promotion Process

13. 1. General

13. 1. 1. This does not apply to S/Cst. member pilot positions in Air Services, which will be staffed using CM staffing and promotion processes.

13. 1. 2. Promotion is based on performance and meeting position requirements, including final review.

13. 1. 2. 1. A member applying for a promotion will submit employee self-disclosure documentation (refer to sec. 3.19.) with their application package, as per the job advertisement.

13. 1. 3. The appropriate manager/delegate must complete Form 2285, and may list, in order of priority, the job requirements, or recommend additions to the job requirements.

13. 1. 3. 1. All recommendations for additional job requirements will normally receive the unanimous support of the divisional/regional/directorate committee before they are forwarded for approval. When unanimous support is not received, committee members will provide written submissions to the CO/DG/delegate, presenting their rationale for approval.

13. 1. 4. A promotional opportunity will be reviewed by a promotion board, who will present a recommendation to the DMHR/delegate.

13. 1. 5. The long list consists of all members who respond to the advertisement and the short list consists of the names of five members on the long list who best meet the position requirements.

13. 1. 6. When more than one like position is being staffed, the number of candidates on the short list will be: two positions, six candidates; three positions, seven candidates, etc.

13. 1. 7. When an evaluation is due within 30 days before the publication of the bulletin, or when it is overdue:

13. 1. 7. 1. if the evaluation is with the intermediate supervisor for completion of Form 2510, Performance Evaluation and Learning Plan, or further on in the process, it must be immediately provided to the CDRA who is requesting it;

13. 1. 7. 2. if the evaluation has not been received by the intermediate supervisor, the staffing action will proceed and a notation will be made on the staffing action file; or

13. 1. 7. 3. the staffing action will be held up for five days starting on the day after contact was made or until receipt of the faxed evaluation, whichever is less.

13. 2. Promotion Board

13. 2. 1. A promotion board will consist of:

13. 2. 1. 1. a chairperson, Supt. level or above for a centralized position, or an officer for a decentralized position; and

13. 2. 1. 2. an officer or member at the senior management level or above.

NOTE: In exceptional circumstances, a member at the next substantive rank or level to the position being staffed, excluding members of CDR, may participate as a board member in lieu of the second officer.

13. 2. 2. Board members will be appointed by the DMHR/delegate.

13. 2. 3. Candidates will be provided with the names of the members on the promotion board. If a candidate objects to the participation of one of these members, the reasons must be made in writing. If the DMHR/delegate agrees, an alternate member will be named.

13. 2. 4. If possible, a CDR representative will attend each board but will not vote.

13. 2. 5. Members of the promotion board will review the personnel file of each candidate on the short list only, and may have access to the documented rationale for each candidate on the long list before they convene.

13. 2. 6. All information pertaining to promotion board procedures is outlined in CMM App. 4-5, Conducting Promotion Boards for Special Constable and Special Constable Members.

13. 3. Delegated Manager for Human Resources/Delegate

13. 3. 1. Conduct a final review to determine a member's eligibility to continue in the promotion process, having regard to *R. v. McNeil*, 2009 SCC 3, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the RCMP Code of Conduct to the position in question on a case-by-case basis.

NOTE: The CDRA promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises there is no misconduct, there is no requirement to forward the employee self-disclosure documentation to the DMHR for decision.

13. 3. 2. Consult as necessary (e.g. Professional Responsibility units and line officer/selecting manager) when considering your decision and when preparing rationale.

13. 3. 3. Review the board's recommendations and findings, and:

13. 3. 3. 1. approve the recommendations and order the promotion;

13. 3. 3. 2. reject the recommendations, documenting your rationale, and select an alternate candidate presented to the board and order the promotion; or

13. 3. 3. 3. reject the recommendations, documenting your rationale, and appoint a new board to examine a new slate of candidates.

13. 3. 4. Advise the member and their line officer of your decision and rationale.

13. 4. Career Development and Resourcing Advisor

13. 4. 1. Conduct file reviews of the candidates and, based on their overall performance and the job requirements, develop the short list. Place primary emphasis on the narrative comments regarding each candidate's performance.

13. 4. 2. You can develop a short list with more or with less than five candidates, but you must document your rationale.

13. 4. 3. Document your rationale for choosing the candidates on the short list and for excluding other candidates from the short list.

13. 4. 4. For presentation to the promotion board, list the candidates from the short list in alphabetical order on Form 1713, Transfer and Promotion Board Short Listed Candidates.

13. 4. 5. Notify the unsuccessful candidates of the reason why they were not short-listed.

13. 4. 6. Notify the unsuccessful short-listed candidates of the reason why they were not selected.

14. Constable Rank Promotion Process

14. 1. General

14. 1. 1. A member being considered for promotion will submit employee self-disclosure documentation (refer to sec. 3.19.) for final review at each level.

14. 1. 2. The criteria for promotion to the following levels in the Cst. rank are:

14. 1. 2. 1. for Level 3, completion of six months of service at Level 4, successful completion of the FCP, and a satisfactory final review;

14. 1. 2. 2. for Level 2, completion of a minimum of 12 months of service, a recommendation by the member's supervisor and unit commander on Form 5135, RCMP Promotion Assessment Constable - Level 2, and a satisfactory final review; or

14. 1. 2. 3. for Level 1, completion of a minimum of 24 months of service, a recommendation by the member's supervisor upon meeting the requirements of the Cst. rank, based on knowledge, skills, abilities, and behaviours as indicated on Form 3447, RCMP Promotion Assessment Level 1 - Constable, and a satisfactory final review.

NOTE: Levels within the Cst. rank are identified on HRMIS as follows:

Level 4 = Step 1
Level 3 = Step 2
Level 2 = Step 3
Level 1 = Step 4
The second increment in Level 1 = Step 5.

14. 1. 3. When the start date of the Field Coaching Program (FCP) is delayed by more than two months as a result of RCMP-approved training or a temporary deployment:

14. 1. 3. 1. after completing six months of service, the member may be appointed acting Level 3 Cst. in their substantive position, regardless of their progress in the FCP;

14. 1. 3. 2. if the member's promotions to Level 2 and Level 1 Cst. are also delayed, the member may be appointed as acting at the applicable level, effective the date that they meet the service requirements, as per sec. 14.1.2.; or

14. 1. 3. 3. an acting appointment will be discontinued if the member does not complete the requirements for promotion to the applicable level within the time periods, as per sec. 14.1.2., e.g. if a member requires more than six months to complete the FCP, the acting appointment will be discontinued after six months.

14. 1. 4. The unit commander and supervisor will make every effort to informally resolve disagreements when completing Form 3447 or 5135 at the unit level.

14. 1. 5. If a member is not recommended for promotion, the member's supervisor will initiate remedial action.

14. 1. 5. 1. If the member is at Level 4, the supervisor will recommend that the member remain on the FCP until they successfully complete the program.

14. 1. 5. 2. If the member is at Level 3, the supervisor will determine why the member is not progressing normally and provide the member with all reasonable assistance, guidance, and supervision for the member to progress normally.

14. 1. 5. 3. If the member is at Level 2, the supervisor will re-evaluate the member's promotability by submitting an additional Form 3447 within 30 days of the previous form being submitted.

14. 1. 6. If a member is not recommended for promotion due to a:

14. 1. 6. 1.final review, the DMHR will provide the decision and rationale; or

14. 1. 6. 2.performance issue, the supervisor will provide written rationale in support of their decision, and provide a copy to the member.

14. 2. Rater

14. 2. 1. Ensure that each member is fully aware of their responsibilities, and that promotions within the Cst. rank are based on the member's performance.

14. 2. 2. Provide the member with all reasonable assistance, guidance, and supervision to assist them in meeting the requirements for promotion.

14. 2. 3. Record observed behaviour of both positive and negative performance on Form 1004, Performance Log, and discuss each entry with the member.

14. 2. 3. 1. Each entry should be acknowledged by the member and dated. For information on retention and disposition of Form 1004, refer to CMM ch. 2., Performance Evaluation.

14. 2. 4. On the basis of the member's demonstrated performance and not in relation to the member's peers, assess the member as per:

14. 2. 4. 1. the provisions outlined in LTDM ch. 2.2., Field Coaching Program, covering the FCP; or

14. 2. 4. 2. Form 3447.

14. 2. 5. In formulating your recommendation to promote or not promote the member, consider that:

14. 2. 5. 1. one or more ratings of "does not meet requirements" does not necessarily mean that the member should not be recommended for promotion;

14. 2. 5. 2. the overall importance of deficiencies identified must be significant to support a recommendation to not promote the member and supported by detailed rationale; and

NOTE: These recommendations should be rare.

14. 2. 5. 3. the member must be performing their duties at a satisfactory level, and be capable of assuming the duties and responsibilities of a Cst. at the next level.

14. 2. 6. Once a member has successfully met all requirements for a promotion to Level 3, 2, or 1, submit your recommendation for the member's promotion through the proper channels to the divisional CDR by:

14. 2. 6. 1. message, for promotion to Level 3;

14. 2. 6. 2. submitting Form 5135, for promotion to Level 2, or

14. 2. 6. 3. submitting Form 3447, for promotion to Level 1.

14. 3. Unit Commander

14. 3. 1. Inform your line officer when a member has not been recommended for promotion.

14. 4. Career Development and Resourcing

14. 4. 1. When advised that a member has met the requirements for promotion (unless sec. 3.7. to 3.7.4.4. apply), promote the member and advise your divisional compensation unit.

14. 4. 1. 1. If sec. 3.7. to 3.7.4.4. apply, refer the matter to the DMHR for direction.

14. 5. Delegated Manager for Human Resources

14. 5. 1. When a member described in sec. 14.4.1.1. meets the requirements for promotion, follow the process described in sec. 3.9. to determine if the member's promotion will be approved.

14. 5. 2. Conduct a final review to determine a member's eligibility to continue in the Cst. rank promotion process, referring to *R. v. McNeil*, 2009 SCC 3, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the Code of Conduct to the position in question on a case-by-case basis.

NOTE: The CDRA or promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises that there is no misconduct, there is no requirement to forward the employee self-disclosure documentation to the DMHR for decision.

14. 5. 3. Consult as necessary, e.g. Professional Standards Unit and line officer/selecting manager, in considering your decision, and when preparing rationale.

14. 5. 4. Advise the member and their line officer of your decision and rationale.

15. Resignation of Rank or Level

15. 1. A non-commissioned RM, S/Cst. member, or CM may resign their rank or level.

References

Date Modified: 2019-11-08

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CMM - ch. 4. Promotion

CMM 4 - Bulletins

Policy Amended: 2021-03-31

Due to temporary restrictions associated with the COVID-19 pandemic, changes have been made in the following sections:

- sec. 10.6.3.4.;
- the EXCEPTION after sec. 10.6.6.;
- sec. 10.6.6.1.;
- sec. 10.8.4.1.; and
- sec. 10.8.11.

For information regarding this policy, contact National Staffing Program, Human Resources Policies, Strategies and Programs, Human Resources.

1. Policy
2. Definitions
3. General
4. Acting Appointment - Member Position
5. Effective Date of a Promotion
6. Promotion While in a Full-Time Equivalent Exempt from Classification Position
7. Retaining a Promoted Member in Exceptional Circumstances
8. Grieved Performance Rating and Promotability – Special Constable and Special Constable Member
9. Eligibility List - Other than Regular Members
10. Noncommissioned Officer Promotion Process
11. Community Participation
12. Civilian Member Promotion Process
13. Special Constable and Special Constable Member Promotion Process

14. Constable Rank Promotion Process

15. Resignation of Rank or Level

App. 4-1 Guidelines for Completing the Supervisor or Line Officer Non-Support Documentation

App. 4-2 Completion of the Competency Résumé

App. 4-3 Covering Letter for Noncommissioned Officer Promotion Process

App. 4-4 Promotion by Exception

App. 4-5 Conducting Promotion Boards for Special Constables and Special Constable Members

App. 4-6 Reapplication Waiting Period for a Civilian Member Position

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1. Policy

1. 1. Participation in the promotion process is voluntary.

1. 1. 1. A member can participate in promotional testing, for example, a Job Simulation Exercise (JSE), or a structured interview (SI), during scheduled hours of work.

1. 1. 2. A member must complete the application documents and exam preparation during their own time.

1. 2. The authority to promote a member, other than an officer or officer equivalent, is delegated to:

1. 2. 1. for a decentralized position, the delegated manager for human resources (DMHR)/delegate;

1. 2. 2. for a centralized position, the DMHR/delegate, National Headquarters; and

1. 2. 3. for a "Depot" Division centralized position located in Regina, the DMHR/delegate for Depot.

1. 3. Personal information contained on candidates' promotion documents and any notes about a candidate contained in the staffing action file may be used and disclosed to third parties, as per the *Privacy Act*, paragraph 8(2)(a) and 8(2)(b), and the *RCMP Act*, subsection 31(4), including for the purpose of pursuing a grievance relating to the selection or promotion process.

1. 3. 1. For the purposes of a grievance, only relevant information will be disclosed, as per the *RCMP Act*, subsection 31(4), and paragraph 36(b), and the *Commissioner's Standing Orders (Grievances and Appeals)*, section 5.

1. 4. The use of promotion process information for any reason other than what is described in this policy is prohibited.

1. 5. Any notes made about a candidate will be retained on the staffing action file.

1. 6. A promotion may be made conditional on a member meeting specific conditions, as specified in the job advertisement.

1. 7. A member who cheats on a promotional process will be removed from the applicable promotional opportunity and may be subject to a conduct process under the *RCMP Act*, Part IV.

1. 8. The promotion process will be conducted in the member's preferred official language. Refer to AM ch. II.6., Official Languages.

1. 9. Regardless of the closing date of a job advertisement, after an inter-regional lateral staffing transaction is initiated in the Human Resources Management Information System (HRMIS), a member competing for a decentralized promotion will be considered as a regional candidate in the receiving staffing region and as a national candidate in the sending staffing region.

EXCEPTION: Once the application package of a member on the short list has been advanced to the line officer for consideration, the member's regional or national status will not change.

1. 10. Before initiating an inter-regional lateral staffing transaction in HRMIS, Career Development and Resourcing (CDR) will advise the member that after the lateral transfer notice is issued, their eligibility status in all ongoing staffing actions in the sending staffing region will change from regional to national, as outlined under sec. 1.9.

1. 10. 1. For civilian members (CMs), if the ongoing staffing action was limited to regional candidates only, the CDR will advise the member that they will be removed from that staffing action without penalty after the lateral transfer notice is issued.

1. 11. Ties in the promotion process will be broken by seniority. For a regular member (RM), seniority will be based on total service as an RM for constables (Csts.), time in rank for noncommissioned officers (NCOs) and, if necessary, the lowest regimental number.

1. 12. A staffing action will be completed using the promotion process data in effect on the closing day of the job advertisement.

1. 13. Due to a number of variables, the submission of Form 2285, Request for Staffing a Member Position, will not necessarily determine the order in which positions are staffed.

1. 14. A staffing action is deemed concluded when the transfer notice is approved by the DMHR/delegate, unless the provisions of sec. 7.1.3. or sec. 10.10.17. apply.

1. 15. Only the Chief Human Resources Officer or the DMHR may approve a change of status or resignation of rank or level.

1. 16. For the purpose of promotion, time spent on leave without pay (LWOP) for reasons other than education, maternity, or parental leave, will not count towards time in the current rank or service in the RCMP.

1. 17. All promotional opportunities are advertised. The only members considered for promotional opportunities are those who respond to an advertisement.

1. 18. A member is responsible for ensuring that they obtain, either personally or through a proxy, the information on all advertised positions of interest.

1. 19. A member will not be considered for a position for which they are not qualified.

1. 20. The DMHR will consider employee misconduct and other relevant information to determine an employee's eligibility to continue in the promotional staffing action, taking into account the expanded disclosure obligations of the police in relation to employee misconduct, as stated in the Supreme Court of Canada's ruling in *R. v. McNeil*, 2009 SCC 3, [2009] 1 S.C.R. 66 and the reporting requirements outlined in OM ch. 20.1., Disclosure.

1. 21. Standardized testing material used in the promotion process (for example, JSEs and SIs) will not be disclosed. Refer to the *RCMP Act*, subsection 31(4.1).

2. Definitions

2. 1. **Applicant list** means a listing of all members who apply to an advertisement.

2. 2. **Competency** means an observable and measurable knowledge, skill, ability, or personal characteristic defined in terms of the behaviours required by employees to achieve the required performance output or outcome.

2. 3. **Competency profile** means organizational and functional competencies identified by subject matter experts (SMEs) as critical for members to have to perform effectively in a function.

2. 4. **Desirable attributes** mean specific knowledge, skills, abilities, or other qualifications related to the job, which are not essential to perform the duties of the position, but which may enhance the work performed, and/or benefit the work unit, currently or in the future.

2. 5. **Different examples** mean behavioural examples that describe distinct situations and/or tasks.

2. 6. **Fit** means an appropriate combination of qualifications and relevant characteristics for the position being staffed, after consideration of the identified job requirements and desirable attributes, if applicable, together with the operational and organizational needs of the detachment or unit, and/or the RCMP.

2. 7. **Functional competencies** mean the knowledge, skills, and abilities that are required by members within a particular function. They describe what the member needs to know, or be able to apply, in order to perform effectively in that function.

2. 8. **Job requirements** mean what are essential to perform the duties of the position, and include, but are not limited to, organizational and functional competencies, education, certifications, formal developmental activity, technical or professional capabilities, or demonstration of a skill.

2. 9. **Meaningful** means providing sufficient information justifying the outcome, thus allowing a neutral third party to understand the reasons for the recommendation or decision.

2. 10. **Minimum level** means the proficiency required to do the work on a day-to-day basis.

2. 11. **Organizational competencies** mean the essential four groups of competencies that every RCMP member must have to deliver on the Mission, Vision, and Values, and support the Strategic Framework. Typically, these reflect a member's personal qualities or attributes.

2. 12. **Pre-selection list** means a listing of all members ranked by a Job Simulation Exercises score who apply to an advertisement, meet all of the requirements, and have been validated as meeting the minimum levels for the required competencies.

2. 13. **Pre-validation list** means a listing of all members who apply to an advertisement and meet all the requirements other than the required competencies.

2. 14. **Qualifying list** means a listing of candidates with a passing Job Simulation Exercises score.

2. 15. **Short list** (Noncommissioned Officer Promotion Process) means a listing of candidates to be considered by the line officer at the selection stage.

2. 16. **Sound** means the totality of the information was considered, and the rationale accurately reflects the facts or reasons for the recommendation or decision.

2. 17. **Staffing region**. Refer to the definition in CMM ch. 3., Transfers and Deployments, sec. 2.11.

2. 18. **Subject matter expert (SME)** means a person who is recognized by the hiring manager as being knowledgeable in the competencies, duties, and responsibilities of the position.

2. 19. **Validation Committee SME** means an SME who:

2. 19. 1. is at the target rank/equivalent level or higher;

2. 19. 2. has successfully completed validation committee member training and has an understanding of how competencies are to be assessed; and

2. 19. 3. has been identified by the line officer and approved by the officer in charge (OIC), National Promotions Unit / delegate.

3. General

3. 1. The promotion process for an officer or officer equivalent is described in the Executive/Officer Manual.

3. 2. For information on the Senior Constable Provisional Allowance, refer to NCM ch. 2.8., Allowances, sec. 8., Senior Constable Provisional Allowance.

3. 3. The method used for an SI (for example, by telephone or in person) will be consistent for all interviewed candidates.

3. 3. 1. Candidates will be notified a minimum of seven days in advance of a scheduled interview.

3. 4. After the National Promotions Unit (NPU) initiates a promotional staffing transaction in HRMIS, a member who declines a promotional transfer without a valid reason, as determined by the OIC, NPU, will not be considered for promotion for a period of 12 months from the date the transfer was declined.

3. 4. 1. For examples of valid reasons, refer to CMM ch. 3., Transfer and Deployment, sec. 1.1.14.

3. 4. 1. 1. The member's reasons, together with supporting rationale, must be considered by the OIC, NPU/delegate before a decision is made.

3. 5. The following members may participate in the promotion process:

3. 5. 1. a member who is eligible and interested;

3. 5. 2. a member on maternity, parental, or medical leave, a part-time schedule, or LWOP; and

3. 5. 3. a member who has grieved being on progress reporting or being served with a notice of shortcomings. The candidate will not be selected from the qualifying list or for promotion until there is a final adjudication of the grievance. Refer to sec. 5.5.

3. 6. A member who is the subject of a conduct measure imposed by a conduct authority, which precludes the member from promotion for a specific period of time, cannot apply to a promotional job advertisement that closes before the expiry date of the conduct measure. Refer to the *Commissioner's Standing Orders (Conduct)*.

NOTE: After such a conduct measure expires, sec. 3.7.3. and 3.7.4. do not apply.

3. 7. A member requires written permission from the DMHR to advance in the promotion process when:

3. 7. 1. the member is the subject of an ongoing internal or statutory investigation, including a public complaint or a complaint of harassment filed with the Office for the Coordination of Harassment Complaints. Refer to AM ch. XII.8., Investigation and Resolution of Harassment Complaints;

3. 7. 2. the member is under active discipline (not yet spent), which was imposed under the *RCMP Act*, subsection 41(1) or 43, and in effect before 2014-12-01. Refer to AM ch. XII.6., Discipline;

3. 7. 3. less than three years have passed since a serious conduct measure was imposed on the member, as authorized under the *RCMP Act*, subsection 42(1) or 45(4); or

3. 7. 4. less than one year has passed since a corrective conduct measure was imposed or one of the following remedial conduct measures was imposed on the member as authorized under the *RCMP Act*, subsection 42(1) or 45(4):

3. 7. 4. 1. close supervision,

3. 7. 4. 2. reassignment,

3. 7. 4. 3. written reprimand, or

3. 7. 4. 4. financial penalty that is less than or equal to eight hours.

3. 8. When sec. 3.7. applies, DMHR permission is required before a:

3. 8. 1. recommended NCO candidate can be advanced for promotion;

3. 8. 2. CM candidate can be advanced to the SI;

3. 8. 3. special constable (S/Cst.) or S/Cst. member candidate can be advanced to the promotion board; or

3. 8. 4. Cst. can be advanced for promotion within the Cst. rank promotion process.

3. 9. The DMHR may consult with others deemed appropriate and will review:

3. 9. 1. the seriousness of the allegation or incident leading to the finding of the misconduct;

3. 9. 2. public perception;

3. 9. 3. for an ongoing internal or statutory investigation, the amount of evidence available;

3. 9. 4. the time elapsed between the incident and the selection;

3. 9. 5. any remedial action the member may have taken in the interim;

3. 9. 6. the type and nature of duties to be performed at the new rank or level and in the position being staffed, and any relationship with the allegation or finding of misconduct; and

3. 9. 7. any other factor the DMHR deems relevant and appropriate.

3. 10. A member who requires the DMHR's permission to advance in the promotion process must submit their application package as outlined in the job advertisement.

3. 10. 1. Before a member is denied permission to advance, they will have an opportunity to provide written comments to the DMHR, as outlined in sec. 3.9.

3. 11. A member who does not receive DMHR permission will receive a written rationale.

3. 12. The application package of a member who is not receiving DMHR permission must be retained in the staffing action file until all proceedings against the member have been concluded.

3. 13. Upon conclusion of all proceedings against a member who was not advanced to the selection stage, as stated in sec. 3.7.1., if the DMHR determines that the member is worthy of being considered for a promotion, the member will be re-introduced into the promotion process at the stage from which they were removed.

3. 14. If it is determined that the member would have been the selected candidate, placement will be made at the first opportunity.

3. 15. A member on progress reporting or who has been served with a notice of shortcomings during the 12 months before the advertisement of the job opportunity will not be eligible to compete.

EXCEPTION: If sec. 3.5.3. applies.

3. 16. A successful candidate who is on a part-time schedule will be required to end the part-time arrangement before being selected for promotion.

3. 17. A member on LWOP, for reasons other than maternity leave or parental leave, will not be advanced to a board, nor an RM selected from the qualifying list unless they have informed the DMHR of their intent to return to duty, Refer to NCM ch. 3.2., Leave Without Pay.

3. 18. To be eligible to apply for promotion, members must have successfully completed the Managing Safely Course (Course Code 000094), which is available on Agora.

3. 19. All RMs, CMs, S/Csts., and S/Cst. members being considered for a promotion will be subject to a final review.

NOTE: Final review means an administrative review of employee self-disclosure information, Form 6430, Employee Disclosure for Final Review, and other relevant information, by the DMHR, to determine the eligibility of an employee to continue in a staffing action, as per *R. v. McNeil*, 2009 SCC 3, [2009] 1 S.C.R. 66, OM ch. 20.1., and sec. 3.9. The relevance of any prior finding that the member has contravened the Code of Conduct to the position in question will be assessed on a case-by-case basis.

3. 19. 1. Upon request, an employee must complete and submit Form 6430 as per OM Part 20, Legal Proceeding.

3. 19. 1. 1. When employee misconduct or an allegation of misconduct is disclosed on Form 6430, the employee may include a rationale justifying their continuation in the staffing action. When preparing the rationale, the employee should refer to *R. v. McNeil*, 2009 SCC 3, [2009] 1 S.C.R. 66, OM ch. 20.1., and sec. 3.9.

3. 19. 2. An employee who is not advancing in the promotion process due to a final review will receive a written decision and rationale from the DMHR. The security classification of the correspondence will normally be Protected B.

3. 19. 2. 1. In such a case, the line officer will recommend another candidate to the DMHR from the pre-selection list.

3. 19. 3. When an inter-regional candidate is not selected due to a final review, the sending CDR office will be advised.

NOTE: A copy of the decision and rationale will not be sent to the CDR office.

3. 19. 4. Form 6430 will be retained on the staffing action file in a sealed envelope.

4. Acting Appointment - Member Position

4. 1. An employee may be appointed, on the basis of merit, to temporarily perform the duties of a vacated position. The requirements for the position, including the language requirements, will be considered in making this determination.

4. 2. Normally, an acting appointment authorization will be made by the immediate supervisor of the vacated position.

4. 2. 1. An incumbent may not appoint an employee to perform their duties on an acting basis.

EXCEPTION: For a short-term replacement of a commanding officer (CO), the CO must initiate an acting appointment change report in HRMIS.

4. 3. If the CO is the direct supervisor, they may delegate the responsibility to authorize acting appointments.

4. 4. A continuous acting appointment will not be authorized for more than six months, unless Form 6381, Request for Acting Position over 6 months - CM/RM is approved by the DMHR.

4. 5. A member who does not meet the language requirements of the position will not be appointed for more than four months, unless a written request, with supporting rationale, is submitted by the manager and approved by the DMHR/delegate.

4. 5. 1. The rationale must include the reasons for not identifying a member who meets the position's language requirements.

4. 6. When an acting appointment is made to an encumbered position, acting pay can only be paid to one employee.

4. 6. 1. An encumbered position is one which is permanently staffed, but the employee is absent.

4. 7. When an acting appointment is made to an unencumbered position, acting pay may be paid to a second employee if the original appointee is away.

4. 7. 1. An unencumbered position is one which is awaiting permanent staffing.

4. 8. An employee must have full responsibility for the duties of the position that they are appointed to on an acting basis.

EXCEPTION: When a member, based on sec. 14.1.3., is appointed to an acting role as outlined in sec. 14.1.3.1. and 14.1.3.2.

4. 9. An employee performing the duties of a position on an acting basis will also perform the duties of their permanent position.

EXCEPTION: When the immediate officer approves that the employee should only perform the duties of the acting position.

4. 10. An acting appointment may be subject to a review by the DMHR, as outlined in sec. 3.7. to 3.9.7. or sec. 3.19.

4. 11. If a member is receiving the Senior Constable Provisional Allowance and acting pay, and is subsequently promoted retroactively, the amount of the provisional allowance paid to the date of promotion and a superannuation adjustment will be recovered from the member.

4. 11. 1. A member may request from the DMHR that their Senior Constable Provisional Allowance be suspended for the period of the acting appointment.

4. 12. For information on the administration of acting appointments in HRMIS, refer to CMM ch. 3., App. 3-3, Staffing Transaction Administration in HRMIS.

5. Effective Date of a Promotion

5. 1. A member will not be promoted until they occupy a vacant classified position on a permanent basis.

5. 2. The promotion effective date cannot precede the authorized date of transfer, the fulfillment of all conditions, or the member's return from leave.

5. 3. The effective date of a promotion will be the:

5. 3. 1. effective date of a classification upgrade, provided that the member occupies the position on a permanent basis and is authorized by the transfer or promotion process to remain in that position;

5. 3. 2. date that the member departs from the old position, as indicated on the staffing transaction in HRMIS;

5. 3. 3. date that the member meets all of the requirements of the transfer order if they were to be promoted on a conditional basis; or

5. 3. 4. date that the member occupied a promotional position on an acting-appointment basis, provided that they continuously occupied a promotional position since this date, and are now authorized to occupy a promotional position on a permanent basis.

EXCEPTIONS:

1. When a CM has been in receipt of continuous acting pay and is subsequently promoted to a position that is higher than the level of the acting appointment, the promotion will be effective on the date that the member permanently occupied the higher-level position. For example, if an ADM-03 is acting in an ADM-04 position and is subsequently promoted to ADM-05, the member will be promoted effective the date that they occupied the ADM-05 position.

2. When a CM has been in receipt of continuous acting pay and is subsequently promoted to a position that is lower than the level of the acting appointment, the promotion will be effective on the date that the member began the acting appointment. For example, if an ADM-03 is acting in an ADM-05 position and is subsequently promoted to ADM-04, the member will be promoted effective the date that they began acting in the ADM-05 position.

5. 4. When the start date of the Field Coaching Program (FCP) is delayed as a result of RCMP-approved training or a temporary deployment, the effective date will be the date that the member would have been eligible for promotion had the delay not occurred.

5. 5. When a member is promoted as a result of a successful grievance or following the dismissal of allegations, which had caused the member to be excluded from the promotion process:

5. 5. 1. if the original promotion would not have involved the relocation of the affected member, the effective date of promotion will be the date that the NPU initiated the promotional staffing transaction in HRMIS for the original successful candidate; or

5. 5. 2. if the original promotion would have involved the relocation of the affected member, the effective date of promotion will be 90 days after the date that the NPU initiated the promotional staffing transaction in HRMIS for the original successful candidate.

5. 6. When sec. 5.5. applies, the CDR office in the division that initiated the staffing action will:

5. 6. 1. consult with the member's current Career Development and Resourcing Advisor (CDRA);

5. 6. 2. interview the member to evaluate their career aspirations, interests, and suitability; and

5. 6. 3. identify and place the member in a position commensurate with their qualifications at the first opportunity.

5. 7. The division that initiated the staffing action will be responsible for all costs associated with providing redress.

6. Promotion While in a Full-Time Equivalent Exempt from Classification Position

6. 1. When a member in a Full-Time Equivalent Exempt from Classification (FTEEC) position is the recommended candidate for a promotional opportunity, excluding Promotion by Exception, and has met all other requirements for promotion (for example, medical, and language requirements):

6. 1. 1. If the release date from the FTEEC position is more than one year from the day the member was identified as the recommended candidate, the member will be promoted against the identified position, then transferred back to the FTEEC position at the higher rank.

6. 1. 1. 1. Another candidate will be selected from the pre-selection list.

6. 1. 2. If the release date from the FTEEC position is within one year of the day the member was identified as the recommended candidate, the promotion will proceed after the member has completed the FTEEC assignment.

6. 1. 2. 1. The position may be filled by a temporary or acting appointment, but will not normally involve the physical relocation of another member.

6. 1. 3. When sec. 6.1.1. or 6.1.2. applies, the effective date of promotion will be the date that the NPU initiates the promotional staffing transaction in HRMIS.

7. Retaining a Promoted Member in Exceptional Circumstances

7. 1. General

7. 1. 1. A member may be retained in their unit after being promoted to another unit provided that the:

7. 1. 1. 1. member occupies a specialized position that is technical in nature, requiring certification or an understudy program; or

7. 1. 1. 2. the DMHR/delegate has determined, based on exceptional circumstances, that the member should be retained; and

7. 1. 1. 3. member agrees to be retained.

7. 1. 2. The period of retention will not normally exceed two years.

7. 1. 3. After the promotion has been approved by the DMHR/delegate, the member will be listed as promoted against the identified position and then transferred back to their original position, in an over-ranking capacity.

NOTE: Listing the member as promoted against the identified position does not conclude the staffing action.

7. 1. 3. 1. The over-ranking situation should be normalized within the unit at the first opportunity.

7. 1. 3. 2. If the pre-selection list associated with the position includes other candidates, the selecting line officer will recommend another candidate.

7. 2. Line Officer

7. 2. 1. Notify your CDR office, as soon as possible, of your intention to submit a business case to retain the member.

7. 2. 2. Prepare a business case outlining the reasons for recommending retention of the member including:

7. 2. 2. 1. details regarding the specialized nature of the position or the exceptional circumstances,

7. 2. 2. 2. the length of time that the member has occupied the position and any specialized training or other expenses that have been incurred,

7. 2. 2. 3. the anticipated time and cost required to backfill the position with a qualified replacement,

7. 2. 2. 4. confirmation of the member's agreement to be retained, and

7. 2. 2. 5. other relevant information.

7. 2. 3. Submit the business case to your divisional CDR office and provide a copy to the NPU within 14 days of the date that the member is advised that they are the successful candidate.

7. 3. Delegated Manager for Human Resources / Delegate

7. 3. 1. In consultation with the commanding officer (CO) / director general (DG), the line officer responsible for the promotional position, and others as deemed necessary, ensure that the business case is sound and meaningful before approving retention of the member.

7. 3. 1. 1. When the position identified for promotion and the member's current position fall under different approval authorities, ensure that you also consult with the CO/DG and DMHR/delegate responsible for the promotional position.

8. Grieved Performance Rating and Promotability - Special Constable and Special Constable Member

8. 1. If a member grieves their performance evaluation for reasons relating to performance rating or non-promotability while they are a candidate for a promotional opportunity, the grieved performance evaluation will be set aside insofar as its consideration in the current promotional process is concerned.

8. 2. If the grieving member is selected for the position, their promotion will be held in abeyance pending the outcome of the grievance.

8. 3. If the adjudication authority upholds all of the member's grieved performance ratings or promotability, the member will be promoted.

8. 4. If the level II adjudication authority denies the member's grievance on their promotability, the member will be removed from the competition and the number two rank-ordered candidate will be promoted.

9. Eligibility List - Other than Regular Members

9. 1. A Structured Interview Board (SIB) for CMs, or a promotion board for other members, will develop an eligibility list if requested by the CDR representative, and submit their findings and recommendations, including any dissenting views, to the DMHR/delegate.

9. 2. An eligibility list consists of members who have been rank-ordered in relation to one another by an SIB for CMs and a promotion board for other members.

9. 3. Eligibility lists may be developed for like positions that are, or are anticipated to be, vacant. Like positions have identical job requirements.

9. 4. If a candidate is placed on an eligibility list, they must be notified.

9. 5. An eligibility list may be valid for up to a maximum of 365 days for all members, beginning on the day after the list is approved by the DMHR.

9. 6. If an eligibility list is used to staff a vacant position, the number one rank-ordered candidate will be selected after the candidate's interest has been confirmed.

EXCEPTION: If extenuating circumstances exist (for example, performance problems or an ongoing investigation), the DMHR/delegate may change the rank-ordering of candidates or remove a candidate from an eligibility list based on relevant information. The situation must be justified and documented, and the candidate must be informed.

10. Noncommissioned Officer Promotion Process

10. 1. General

10. 1. 1. The promotion process is an operational process facilitated by Human Resources, but driven based on operational requirements.

10. 1. 2. RCMP competencies will be used in the promotion process. Refer to CMM ch. 12., Competency Based Management, and the RCMP Competency Based Management.

10. 1. 3. A member who is interested in a promotion should review the competency profile and other job requirements included in the job code, and consult with their supervisor about developing a learning plan to meet the requirements.

10. 1. 4. The promotion process consists of five stages:

10. 1. 4. 1. qualifying list based on the JSEs,

10. 1. 4. 2. supervisor and line officer support,

10. 1. 4. 3. advertisement,

10. 1. 4. 4. competency validation, and

10. 1. 4. 5. selection including final review. Refer to sec. 3.19.

10. 1. 5. Candidates must meet all of the requirements identified in the first four stages before advancing to the final stage.

10. 1. 6. Organizational competencies will normally be assessed during the first stage and be considered at other stages.

10. 1. 7. Candidates must follow all instructions included on or linked to the job advertisement and the promotion application documents.

10. 1. 8. The following Operational Skills Maintenance must be valid on the closing date of the job advertisement, unless the member has been granted an exemption by the DMHR based on medical restrictions or limitations, or other extraordinary circumstances:

10. 1. 8. 1. pistol re-certification. Refer to FM ch. 2., Qualification;

10. 1. 8. 2. baton, carotid control, and oleoresin capsicum (OC) spray re-certification. Refer to OM ch. 17.5., Less Lethal Use of Force;

10. 1. 8. 3. Incident Management Intervention Model online re-certification. Refer to OM ch. 17.1., Incident Management Intervention Model; and

10. 1. 8. 4. first aid and CPR, or equivalent. Refer to OSM ch. 9., First Aid.

10. 1. 9. To be considered for a DMHR exemption, as per sec. 10.1.8., the member must request line officer support through their chain of command.

10. 1. 9. 1. To recommend a DMHR exemption, the line officer must submit a written request, with supporting rationale, to the divisional CDR office.

10. 1. 9. 2. A DMHR exemption will not normally be considered when the reason for non-compliance is within the member's control.

10. 1. 9. 3. If a DMHR exemption is granted, the member and their supervisor will take steps to ensure that the member is compliant by the diary date indicated by the DMHR, or if no date is indicated, at the first opportunity.

10. 1. 9. 4. When applicable, confirmation that a DMHR exemption has been granted must be indicated by the member and certified by their supervisor on Form 5145, Application NCO Promotion Process.

10. 2. Service Requirements

10. 2. 1. A Cst. is eligible to write the corporal (Cpl.) JSE provided that, before April 1 of the next calendar year, they will have at least:

10. 2. 1. 1. seven years of service as an RM, for example, to write the Cpl. JSE in February 2019, a Cst. must have completed seven years of service before 2020-04-01; or

10. 2. 1. 2. for a Cst. who has graduated from a Canadian police training institution and has previous Canadian police service, seven years of Canadian police service is required, including two years as an RM.

10. 2. 2. A Cst. who has been approved for early entry into the promotion process will also be permitted to write. Refer to sec. 10.2.8.

10. 2. 3. A Cst. who would like to apply for promotion to Cpl. must have seven years of service as an RM.

EXCEPTIONS: Refer to sec. 10.2.4., 10.2.8., and 10.5.4.

10. 2. 3. 1. Service for a S/Cst. engaged before 1988-06-30 will be included as RM service.

10. 2. 3. 2. A member's promotion data will become effective on the date that the member meets the service eligibility requirements for promotion.

10. 2. 4. To be eligible to apply for promotion to Cpl., a Cst. who meets the description in sec. 10.2.1.2., must have combined Canadian police service totalling seven years, including two years as an RM. For information on the exception, refer to sec. 10.2.8.

10. 2. 4. 1. Effective 2009-03-12, military police service obtained after 2002-01-01 will be accepted as previous police service.

NOTE: Retroactive promotional opportunities are not created when sec. 10.2.4.1. applies.

10. 2. 5. To be eligible to write the senior NCO JSE, a Cpl. or sergeant (Sgt.) must have two years of service at their current rank before April 1 of the next calendar year, for example to write the senior NCO JSE in February 2019, the member must have completed two years of service in the rank before 2020-04-01. Service in the rank will be determined by the effective date for promotion. The member's promotion data will become effective when the two years are completed.

NOTE: Retroactive promotional opportunities are not created when sec. 5.3.4. applies.

10. 2. 6. A Cpl. or Sgt. wanting to apply for promotion to the next rank must have two years of service at their current rank.

EXCEPTION: Refer to sec. 10.5.4.

10. 2. 7. Members will only be considered for promotional opportunities at the next rank, for example, to be considered for a promotional opportunity at the S/Sgt. rank, a member must be a Sgt.

10. 2. 8. A Cst. with less than seven years of service may self-identify to their supervisor for early entry into the promotional process, provided that the member:

10. 2. 8. 1. has at least five years of service as an RM; or

10. 2. 8. 2. for a member with previous Canadian police service following graduation from a Canadian police training institution, has at least two years of service as an RM and combined Canadian police service totalling five years; and

10. 2. 8. 3. does not have a failed JSE result for the current JSE period, for example, a member who failed the 2019 Cpl. JSE would not be considered for early entry before 2020-03-31.

10. 2. 9. To recommend support for early entry, the member's line officer must complete Form 5775, NCO Promotion Process - Early Entry (Cst. with 5-7 years of service), in consultation with CDR in the member's division.

10. 2. 9. 1. Supporting rationale will be based on developmental potential, performance, behaviour, ability to meet specialized functional competencies, previous police service, if applicable, and any other relevant information.

10. 2. 10. CDR will ensure that a member who is being considered for early entry meets the eligibility requirements, as stated in sec. 10.2.8. to 10.2.8.3., and will verify whether the member has a valid passing JSE score.

10. 2. 10. 1. A member who is eligible for early entry but who does not have a valid passing JSE score is contacted by CDR to schedule a time to write the JSE. If the member writes and fails the JSE, the recommendation for early entry will not be considered further.

10. 2. 11. The DMHR/delegate will ensure the rationale for a supported member is sound and meaningful before approving the recommendation of the line officer. The DMHR may consult with the CO and others deemed appropriate.

NOTE: Eligibility becomes effective on the date the recommendation is approved.

10. 2. 12. Once approved, the DMHR/delegate will forward Form 5775 to the NPU.

10. 2. 13. Approval for early entry is not job specific and, once approved, will remain in effect unless support is withdrawn. Refer to sec. 10.7.

10. 3. Promotional Opportunities Based on Collator Code

10. 3. 1. A member who occupies a centralized position located outside of National Headquarters, Ottawa, with a collator code starting with N or S may compete as a regional candidate for a decentralized promotion in the staffing region where their position is geographically located, and as a national candidate for other decentralized promotions anywhere in Canada.

10. 3. 2. A member who occupies a centralized position with a collator code starting with N, S, or T located at National Headquarters, Ottawa, or at "Depot" Division, during their first

three years in such a position, may compete as a national candidate for a decentralized promotion anywhere in Canada. After three years, the member may compete as a regional candidate for a decentralized promotion anywhere in Canada.

10. 3. 3. A member who occupies a centralized position located outside of "Depot" Division or National Headquarters, Ottawa, with a collator code starting with T may compete as a regional candidate for a decentralized promotion in the staffing region where their position is geographically located and as a national candidate for other decentralized promotions anywhere in Canada.

10. 3. 4. In exceptional circumstances, pursuant to a letter of agreement (LOA), the DMHR/delegate may allow a member to compete as a regional candidate for a decentralized promotion anywhere in Canada after completing an agreed upon posting at a specific location.

10. 3. 5. To be eligible to compete as a regional candidate based on sec. 10.3.4., a member responding to a job advertisement for a decentralized promotion must include a copy of the signed LOA with their application package.

10. 4. Additional Requirements / Competencies / Selection Tools

10. 4. 1. On Form 2285, the manager may recommend:

10. 4. 1. 1. additional functional competencies that reflect the communities the RCMP serves;

10. 4. 1. 2. contexts for applicable competencies, selected from the drop-down list on Form 2285;

10. 4. 1. 3. specific organizational competencies from an existing competency profile for the position at the approved minimum proficiency level;

10. 4. 1. 4. other job requirements; and

10. 4. 1. 5. desirable attributes which may be considered by the line officer when selecting the recommended candidate.

NOTE: Candidates are not required to meet desirable attributes.

10. 4. 2. All recommendations must be accompanied by supporting rationale and will normally receive the unanimous support of a committee consisting of two subject matter experts (SMEs) and the DMHR/delegate, before they are approved.

10. 4. 2. 1. When the committee does not achieve unanimous consent, the committee will submit its rationale to the CO/DG/delegate for a decision.

10. 4. 3. Other selection tools (for example, structured interviews and job knowledge examinations) may be used to determine the successful candidate. Costs associated with the development and application of additional selection tools will be the responsibility of the requestor.

10. 4. 4. Human Resources will provide guidance in the development and appropriate use of any additional selection tools. The DMHR/delegate will make the final decision concerning the use of additional selection tools.

10. 5. Pre-selection Lists for Candidate Pools

10. 5. 1. A candidate pool pre-selection list may be established if, in addition to the positions identified on the original Form 2285, it is anticipated that there will be one or more promotional opportunities with the same job requirements and at the same location.

10. 5. 2. A candidate pool pre-selection list can be valid for any period of time up to one year from the closing date of the advertisement. Form 2285 must be received at the CDR office on or before the expiration date of the validity period.

10. 5. 3. The validity period for a candidate pool pre-selection list will be determined by the OIC, NPU/delegate after consultation with the operational manager who has responsibility for the position or group of positions.

10. 5. 4. A member who will complete the promotion process service eligibility requirements during the validity period for a candidate pool pre-selection list may apply to the advertisement. The member's promotion data will become effective on the date the member meets the service eligibility requirements for promotion. Refer to sec. 10.2.

10. 5. 5. When a candidate pool pre-selection list has been established, service eligibility requirements must be met on the day the NPU asks the candidate to confirm their interest in proceeding to the selection stage.

10. 6. Job Simulation Exercise

10. 6. 1. The JSE measures the organizational competencies at the organizational competency group level.

10. 6. 2. The DMHR/delegate is responsible for the administration, security, and proctoring of the JSE as per the guidelines provided by the National Staffing Program.

10. 6. 2. 1. Answer sheets and test booklets will be returned to the National Staffing Program.

10. 6. 3. The JSE is administered annually.

10. 6. 3. 1. Members may participate in the JSE during regular work hours. Refer to FMM ch. 9.8, Travel Directive.

10. 6. 3. 2. Test dates will normally be scheduled during the month of February.

10. 6. 3. 3. Members will be advised of the scheduled test dates and will be required to register by an assigned diary date.

10. 6. 3. 4. The 2021 JSE will be administered using a combination of online, offline, and in-person testing.

10. 6. 4. A member who is unable to attend one of the scheduled test dates will not normally participate in the promotion process.

10. 6. 5. When sec. 10.2.10.1. applies, or in extraordinary and justifiable circumstances, as determined by the DMHR, an individual test date may be scheduled for a member who did not participate in the regularly scheduled JSE testing.

10. 6. 5. 1. To protect the integrity of the exam process, a member who writes the JSE, based on sec. 10.6.5., will be ineligible to re-write before a minimum of eight months has passed.

10. 6. 6. The JSE scores become valid when they are uploaded in HRMIS, and remain valid for three years from April 1 of the exam year.

EXCEPTION: 2018 JSE scores remain valid until 2022-03-31.

10. 6. 6. 1. Regardless of the exam year, if a member chooses to re-write before the expiration of their JSE score, only the most recent score will apply.

10. 6. 7. A member must notify their DMHR/delegate of any disability that requires special accommodation.

10. 6. 8. A member must be prepared to identify themselves at the test site with their RCMP identification card or other piece of personal identification that includes a photo.

10. 6. 9. A minimum JSE passing score for each rank will be applied.

10. 6. 10. To apply for promotion, a member must have a valid passing JSE score at the target rank.

10. 6. 11. CDR will:

10. 6. 11. 1. when requested by the DG, Human Resources Policies Strategies and Program, provide the total number and ranks of members who have shown an interest in writing the upcoming examinations;

10. 6. 11. 2. ensure that the test site managers return answer sheets, unused test booklets, and other documents noted in the Administrators' Guide, to the National Staffing Program; and

10. 6. 11. 3. log and destroy all used test booklets.

10. 7. Supervisor and Line Officer Support

10. 7. 1. A member must have the support of their supervisor and line officer before responding to a job advertisement and throughout the promotion process.

10. 7. 2. The supervisor and line officer support portion of the member's Form 5145, including rationale, will be completed for a supported candidate. The supervisor must sign Form 5145 where indicated.

10. 7. 2. 1. The recommendation for support on Form 5145 can only be made by the member's current supervisor.

10. 7. 2. 2. When the supervisor has not supervised the candidate for at least four months, they will normally consult others deemed appropriate before completing the form.

10. 7. 2. 3. Before completing Form 5145, the supervisor will consult with the line officer or delegate. The line officer or delegate will be the decision-maker.

10. 7. 3. Support can be withdrawn at any time and the candidate will be removed from the promotion process.

10. 7. 4. The supervisor and line officer support document, Form 5146, Supervisor / Line Officer Support - NCO Promotion Process, will be completed for a non-supported candidate and to support a previously non-supported candidate. The line officer will be the decision-maker.

10. 7. 4. 1. A non-supported candidate can be supported after six months have passed, provided they have successfully completed the required development and corrected the shortcomings. The six-month timeframe will begin from the date of the supervisor's recommendation.

10. 7. 5. In the event of a disagreement between the supervisor and the line officer or delegate, the line officer or delegate will complete Form 5145 for a supported candidate or Form 5146 for a non-supported candidate.

10. 7. 6. The supervisor and line officer must read and follow the guidelines for completion of Form 5146. Refer to CMM App. 4-1, Guidelines for Completing the Supervisor or Line Officer Non-Support Documentation.

10. 8. Advertisement

10. 8. 1. Before a position is advertised, funding for the relocation must be available.

10. 8. 2. Priority members must be considered as outlined in CMM ch. 7., Priority Administration, sec. 8., Priority Placement, followed by laterally interested candidates before a decision is made to proceed with an opportunity for promotion.

10. 8. 3. HRMIS will be used to identify lateral candidates unless the provisions of CMM ch. 5., Job Descriptors and Job Requirements, sec. 5.1.1.1., 5.1.1.2., and 5.1.1.3. apply, at which time the position will be advertised for lateral interest only.

10. 8. 3. 1. If no suitable lateral candidates are identified, the position may be advertised as a promotional opportunity.

10. 8. 3. 2. Once advertised, a promotional opportunity will advance through the regular promotion process unless:

10. 8. 3. 2. 1. the lateral member being considered for the position became a priority for placement after the promotion process began;

10. 8. 3. 2. 2. the transfer of the member being considered will allow the placement of a member who became a priority for placement after the promotion process began; or

10. 8. 3. 2. 3. a written request to cancel a promotional opportunity has been submitted by the hiring line officer and approved by the DMHR before the NPU initiates the promotional staffing transaction in HRMIS.

10. 8. 4. All promotional opportunities are open to all qualified and eligible members and will be advertised nationally for 21 days.

10. 8. 4. 1. At the discretion of the OIC, NPU/delegate, a job opportunity may be advertised nationally for up to 28 days.

10. 8. 5. The advertisement will inform candidates about the required competencies, other job requirements, desirable attributes, and any other relevant information. For the advertising process, refer to CMM ch. 5.

10. 8. 6. Members must submit a complete application package, which includes:

10. 8. 6. 1. the application, Form 5145, Application - NCO Promotion Process;

10. 8. 6. 2. Form 5144, Instructions: Competency Résumé - NCO Promotion Process;

10. 8. 6. 3. Form 5147, Covering Letter - NCO Promotion Process; and

10. 8. 6. 4. additional information as required.

NOTE: Refer to CMM App. 4-2, Completion of the Competency Résumé and CMM App. 4-3, Covering Letter for Noncommissioned Officer Promotion Process.

10. 8. 7. The NPU will use information provided on Form 5145 to confirm that candidates meet the Operational Skills Maintenance criteria, as outlined in sec. 10.1.8. and 10.1.9.4., and may consult HRMIS to verify.

10. 8. 8. Before applying for promotion, members must verify their own Operational Skills Maintenance information using HRMIS/HR-Online Self-Service.

10. 8. 8. 1. Relevant Operational Skills Maintenance information that is not available in HRMIS (refer to sec. 10.1.8.) must be provided by the member and verified by their supervisor on Form 5145.

10. 8. 8. 2. A member who does not provide the appropriate Operational Skills Maintenance information on Form 5145 will not advance in the promotion process.

10. 8. 9. A member who has an objection to the participation of a line officer, delegate, or SME identified on the job advertisement, must provide a rationale.

10. 8. 10. Application documents or objections received after the closing date indicated on the job advertisement will not be considered without a valid reason, as determined by the OIC, NPU/delegate.

10. 8. 11. An incomplete application package will not be considered without a valid reason, as determined by the OIC, NPU/delegate.

10. 8. 12. Members who apply to an advertisement and meet all of the requirements, other than the required competencies, will advance to the competency-validation stage.

10. 9. Competency Validation

10. 9. 1. The required functional competencies and minimum proficiency levels will be identified on the job advertisement.

10. 9. 2. Competencies that have a minimum required proficiency level of three or higher will be validated to the minimum level based on the recommendations and supporting rationale provided by a validation committee.

10. 9. 3. Each example submitted for validation will be evaluated individually.

10. 9. 4. Upon receipt of the validation committee recommendation, the NPU will enter the results in HRMIS for candidate and administrative purposes.

NOTE: Results are considered final when they have been approved by the OIC, NPU/delegate.

10. 9. 5. To meet the minimum level for a required competency, a candidate must successfully validate at, or above, the minimum level on two different examples.

10. 9. 5. 1. A candidate who successfully validates on only one of two examples submitted will not advance to the selection stage.

10. 9. 5. 1. 1. When applying to a future promotional opportunity requiring the same competency, copies of both the successful and unsuccessful competency resumes (CRs), must be supplied along with a new and different example for validation.

10. 9. 6. At the discretion of the OIC, NPU/delegate, a validation committee may be convened during the selection stage to validate a competency that has a minimum proficiency level lower than three.

10. 9. 6. 1. Results will be valid for the current promotional opportunity only and will not be entered in HRMIS.

10. 9. 6. 2. A candidate who is found not to meet the minimum level will be removed from the pre-selection list.

10. 9. 7. The most recent validation finding will be used in the promotion process.

10. 9. 8. A candidate who is deemed to meet a competency at a given level will not be re-validated for the same level or lower, unless sec. 10.9.6. applies.

10. 9. 9. When validation is not required, the candidate will submit two new or previously used examples to be considered by the selecting line officer, in the event the candidate advances to the short list.

10. 9. 10. A candidate who fails to meet a required proficiency level will be removed from any ongoing staffing actions requiring the failed competency at the same level or higher.

10. 9. 10. 1. The candidate may apply for re-validation when applying to a job advertisement that closes after the date of the unsuccessful validation result.

10. 9. 11. The validation committee will consist of two validation committee SMEs who are at the target rank or level or higher. Normally, the responsible manager will not be part of the validation committee.

10. 9. 12. Before participating in the validation process, the validation committee SMEs must successfully complete the validation committee member training.

10. 9. 12. 1. A candidate for validation committee member training will be identified by their supervisor or line officer, and trained by the divisional CDR office.

10. 9. 13. The hiring line officer, in consultation with the divisional CDR office, will identify validation committee SMEs.

10. 9. 14. The names of the validation committee SMEs will be provided to the candidates.

10. 9. 14. 1. Candidates will be given a minimum of seven days to submit an objection to the participation of a committee member. All objections must include reasons and must be received in writing by the assigned due date. If the OIC, NPU/delegate agrees, an alternate validation committee SME will be identified.

10. 9. 14. 2. If a candidate does not respond by the assigned due date, it will be concluded that they have no objection to the committee members that have been identified.

10. 9. 15. The OIC, NPU/delegate will:

10. 9. 15. 1. approve the recommendation of the validation committee, and

10. 9. 15. 2. ensure the rationale for each unsuccessfully validated example is sound and meaningful.

10. 10. Selection for Promotion

10. 10. 1. A candidate on the pre-selection list is deemed to be competency qualified to perform the duties associated with the position, unless sec. 10.9.6. applies.

10. 10. 2. Seven candidates will be advanced from the pre-selection list to the short list, based on the highest JSE scores.

10. 10. 2. 1. If seven candidates cannot be identified, selection will proceed with fewer than seven.

10. 10. 3. When staffing a decentralized position, the seven top-ranked regional candidates on the pre-selection list, which includes those identified as regional based on sec. 10.3., Promotional Opportunities Based on Collator Code, or CMM ch. 7., will be advanced to the short list.

10. 10. 3. 1. When there are fewer than seven regional candidates, the number of national candidates required to bring the short list to seven will also be advanced, if available, based on the highest JSE scores.

10. 10. 4. Candidates will have the option of submitting an updated covering letter, Form 5147, when the line officer has not made their selection within 75 days of:

10. 10. 4. 1. the closing date of the most recent job advertisement, or

10. 10. 4. 2. a previous deadline for the submission of an updated covering letter.

10. 10. 5. When sec. 10.10.4. applies, candidates will be contacted by NPU and given a minimum of seven days to submit an updated covering letter.

10. 10. 5. 1. If an updated covering letter is not submitted by the specified due date, the candidate's original covering letter will be advanced to the selection stage.

10. 10. 6. The NPU will ask candidates to confirm, by a specified due date, their interest in proceeding to the selection stage.

10. 10. 6. 1. A candidate who withdraws their interest in writing by the due date will be removed from further consideration for the position.

10. 10. 6. 2. A candidate who withdraws their interest after the due date, without a valid reason, will not be considered for promotion for six months from the day that the member withdraws from the process. The member will be considered in response to promotional opportunities advertised after the six-month penalty has expired. For examples of valid reasons for refusing a transfer, refer to CMM ch. 3., sec. 1.1.14.

NOTE: This list is not exhaustive and each member's reasons, together with supporting rationale, must be considered by the OIC, NPU/delegate before a decision is made.

10. 10. 7. The line officer / delegate will consider the information contained in the application form, the CR, the covering letter, and any other relevant information obtained from other selection tools, and will identify the recommended candidate whom they have determined as being the right fit. The NPU will not provide the line officer/delegate with candidates' performance evaluations, JSE scores, or employee self-disclosure documentation.

10. 10. 7. 1. A line officer / delegate may seek the opinion of an SME when considering the candidates' application documents. An SME who participated in the validation committee for a staffing action will not participate in the selection process for the same staffing action.

10. 10. 8. The names of the line officer / delegate and SME will be provided to the candidates.

10. 10. 8. 1. Candidates will have a minimum of seven days to submit an objection to the participation of a line officer / delegate or SME. All objections must include reasons and must be received, in writing, by the assigned due date. If the OIC, NPU/delegate agrees, an alternate line officer / delegate or SME will be identified.

10. 10. 8. 2. If a candidate does not respond by the assigned due date, it will be concluded that they have no objection to the line officer / delegate or SME identified.

10. 10. 9. The line officer / delegate may request the use of other selection tools to assist in selecting the recommended candidate. Refer to sec. 10.4., Additional Requirements / Competencies / Selection Tools.

10. 10. 10. The line officer will normally make their recommendation within seven days of receiving the selection package.

10. 10. 11. The line officer will supply all required supporting documentation, including Form 5180, Line Officer Recommendation Rationale - NCO Promotion Process, to the OIC, NPU/delegate.

10. 10. 12. Before approving the promotion recommendation, the OIC, NPU/delegate will ensure that the rationale provided to unsuccessful candidates is sound and provides sufficient information, indicating why the recommended candidate is the right fit for the position.

10. 10. 13. The NPU will confirm that there is nothing to preclude the recommended candidate from being considered for selection, for example, meeting medical requirements and supervisor support.

10. 10. 14. When a recommended candidate does not meet the medical profile of the position, the NPU will refer the matter to the receiving DMHR/delegate for review and decision. Refer to AM ch. II.19., Occupational Health Services, sec. F.2.b., Career Development and Resourcing.

10. 10. 14. 1. The DMHR/delegate will consult with the Health Services Officer, the line officer of the new position, and others as deemed necessary, and will determine if the member will advance to promotion.

10. 10. 15. The recommended candidate will be given a minimum of seven days to submit Form 6430.

10. 10. 16. The DMHR will determine a recommended candidate's eligibility for promotion in relation to sec. 3.7. to 3.9., and sec. 3.19.

10. 10. 16. 1. The promotion administrator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR. In the case where the employee advises that there is no misconduct, then there is no requirement to forward employee self-disclosure documentation to the DMHR.

10. 10. 16. 2. The DMHR will consult as necessary (for example, Professional Responsibility units and line officer / selecting manager) when considering their decision and when preparing rationale.

10. 10. 17. If, within 30 days after the promotional staffing transaction has been initiated in HRMIS, the NPU confirms that the recommended candidate will not occupy the position, and if there are other candidates on the short list:

10. 10. 17. 1. where applicable, the next ranked candidate will be advanced from the pre-selection list to the short list; and

10. 10. 17. 2. the line officer will recommend another candidate from the short list.

10. 10. 18. If the standard procedures for staffing a position fail to identify an interested and qualified candidate, the procedures for identifying and promoting a candidate by exception may be considered. Refer to CMM App. 4-4, Promotion by Exception.

11. Community Participation

11. 1. General

11. 1. 1. Except for the provisions found in this section and CMM ch. 3., sec. 5., Community Participation, the normal promotion process applies when a community representative or contract partner is directly involved in the staffing of a position.

11. 1. 2. The job advertisement will indicate the number of candidates to be advanced to the short list based on highest JSE scores. Refer to CMM ch. 3., sec. 5.1.6.

11. 1. 2. 1. The list of regional candidates, which includes candidates identified as regional based on sec. 10.3., or CMM ch. 7., sec. 10., must be exhausted before national candidates will be considered.

11. 1. 3. Candidates on the short list will be invited to participate in the Community Participation Interview (CPI).

11. 1. 4. The line officer / delegate will consider the recommendation of the CPI together with information contained in the candidates' application forms, CRs, and covering letters, and will identify the recommended candidate whom they have determined as being the right fit.

11. 2. Redress

11. 2. 1. The National Staffing Program is consulted before applying any redress in relation to a staffing action where direct involvement occurred.

12. Civilian Member Promotion Process

12. 1. General

12. 1. 1. For the CM promotion process, the listed authorities, with the exception of the CDRA, may delegate their responsibility.

12. 1. 2. The promotion process consists of four stages:

12. 1. 2. 1. a structured résumé (SR),

12. 1. 2. 2. a supervisor recommendation,

12. 1. 2. 3. an SI, and

12. 1. 2. 4. reference checks.

12. 1. 3. For information on the reapplication waiting period for a CM position, refer to CMM App. 4-6, Reapplication Waiting Period for a Civilian Member Position.

12. 1. 4. The appropriate manager/delegate may list, in order of priority on Form 2285, the job requirements or recommend additions to the job requirements.

12. 1. 4. 1. All recommendations for additional job requirements will normally receive the unanimous support of the divisional/regional/directorate committee before they are forwarded for approval. When unanimous consent is not achieved, written submissions will be made by committee members presenting their rationale to the CO/DG/delegate for approval.

12. 2. Service Requirements

12. 2. 1. A CM criminal intelligence analyst working abroad with the International Liaison and Deployment Centre is only eligible to apply for a promotion after having served a minimum of 24 months abroad, as of the closing date of the job advertisement for which they applied.

12. 3. Structured Résumé

12. 3. 1. Candidates must submit Form 3840, CM Promotion Process - Structured Résumé, demonstrating how they meet or exceed the job requirements. Refer to the CM Promotion Process Guidelines.

12. 3. 1. 1. Type-font characters less than 9 pt. size must not be used.

NOTE: Any alterations to the font size or the number of lines will result in disqualification.

12. 3. 1. 2. Attachments will not be considered.

12. 3. 2. A candidate who fails to submit Form 3840 by the due date will be ineligible to participate in the process for that particular position. In extenuating circumstances, the DMHR/delegate may provide extensions.

12. 3. 3. When a promotional staffing action takes place, and before any résumé is received, Form 3841, Civilian Member - Résumé Scoring Tool, must be developed using the job requirements and work description as a guide.

12. 3. 4. A maximum of five candidates will be short-listed, in top-down order of SR scores, and invited to attend the SI.

EXCEPTIONS:

1. If five qualified candidates cannot be identified, fewer than five can be considered by the SIB.

2. If the short listing process yields only one candidate or only one candidate applies (singleton), the SIB will convene, with the option of conducting a face-to-face interview.

12. 3. 5. When more than one like position is being staffed, the number of candidates who comprise the short list will be based on the following ratio: two positions, six candidates; three positions, seven candidates, and so on.

12. 4. Supervisor Recommendation

12. 4. 1. Short-listed candidates will be asked to submit, by a predetermined date, a written recommendation from their supervisor concerning their promotability.

12. 4. 2. Any candidate who fails to provide the recommendation by the due date will be removed from the short list, and a replacement candidate will be advanced to the short list.

12. 5. Structured Interview

12. 5. 1. The SI will gather information concerning each candidate's ability to perform the duties of the position by assessing both core and functional competencies. Candidate responses will be scored against predetermined benchmarks.

12. 5. 1. 1. Interview questions, anticipated responses, scores, and pass marks will be developed using the job description, and will be approved by the DMHR/delegate before the closing date of the advertisement.

12. 5. 2. Short-listed candidates will be notified in advance of their invitation to the SI.

12. 5. 3. While SR scores are used for candidate screening purposes, SR scores are not considered in the SI process and will not be brought forward to this stage.

12. 5. 4. The SIB will be comprised of the hiring manager / delegate and the appropriate CDRA. Refer to sec. 12.6.2.3., NOTE.

12. 5. 4. 1. At the discretion of the DMHR/delegate, one SME may also participate in the SIB.

12. 5. 5. The DMHR/delegate will identify potential SIB members, and ensure they are trained in the process.

12. 5. 6. Candidates will be provided with the names of the SIB members. If a candidate objects to the participation of one of these members, the reason must be made in writing. If the DMHR/delegate agrees, an alternate member will be named.

12. 5. 7. Points for clarification, or questions concerning the contents of the short-listed candidates' documents, will be directed to the appropriate CDRA.

12. 5. 8. The SIB will score the candidate responses to the interview questions, and by consensus, rate each candidate before interviewing the next candidate.

12. 5. 9. After the interviews, the SIB members will consider the ratings of each candidate and all relevant information, including the supervisor recommendation, and recommend a selection to the DMHR.

NOTE: The SIB has the authority to disregard a negative recommendation on the part of a supervisor.

12. 5. 10. Using Form 3844, CM Promotion Process - Reference Check, reference checks of successful candidates will be conducted by the CDRA, on behalf of the SIB, after the interview.

12. 5. 11. Unsuccessful candidates will be provided feedback concerning their non-selection.

12. 5. 12. The CDRA will provide all required supporting documentation to the DMHR/delegate.

12. 5. 13. A candidate's personnel or service file will not be made available to the SIB.

12. 5. 14. Notes made by the SIB members during the interview will be retained on the staffing-action file.

12. 6. Promotion Process Coordination and Responsibilities

12. 6. 1. Delegated Manager for Human Resources / Delegate

12. 6. 1. 1. Coordinate the advertisement of the job opportunity and receipt of documents from candidates.

12. 6. 1. 2. Before the receipt of SRs, coordinate the development of the resume scoring tool and the SI questions, anticipated responses, weightings, and pass marks for the functional and core competencies with the hiring manager or SME.

12. 6. 1. 3. Confirm that the candidates who are to be short-listed for the SI meet the job requirements established for the position.

12. 6. 1. 4. Confirm that the supervisor recommendation is available.

12. 6. 1. 5. Confirm that the candidates meet the requirements outlined in sec. 3.7. to 3.9., and sec. 3.19.

12. 6. 1. 6. Coordinate with the SIB, the interview date and method to be used.

12. 6. 1. 7. Ensure SIB members have been trained to participate in the SI process.

12. 6. 1. 8. Provide all necessary information to the short-listed candidates, for example, current job description, the interview date, and method to be used, and the names of the SIB members.

12. 6. 1. 9. If there is an objection to the SIB, coordinate the reselection of SIB members, and notify candidates accordingly.

12. 6. 1. 10. Coordinate the exchange of documentation between the SIB and the DMHR/delegate.

12. 6. 1. 11. Based on positive interview results, conduct reference checks on behalf of the SIB.

12. 6. 1. 12. Retain copies of all documentation on the staffing-action file.

12. 6. 1. 13. Ensure there is appropriate security for the promotion process and documents.

12. 6. 1. 14. Provide feedback to the candidates.

12. 6. 2. Hiring Manager and Subject Matter Expert

12. 6. 2. 1. Ensure a current, accurate, and classified job description exists for the position to be staffed before initiating the staffing action.

12. 6. 2. 2. Before the SRs are received, develop, in consultation with the responsible CDRA, the SR scoring tool, using the current job description.

12. 6. 2. 3. From the SRs, score those that meet the basic position requirements, and establish the candidate short list.

NOTE: To avoid preferential treatment of a candidate, the duties in sec. 12.6.2.2. and 12.6.2.3. must be shared. In addition, the hiring manager should not sit on the SIB if they have scored the SR.

12. 6. 2. 4. Before the closing date of the advertisement, develop the SI questions, anticipated responses, weightings, and pass marks, and obtain approval by the CDRA.

12. 6. 3. Delegated Manager for Human Resources / Delegate

12. 6. 3. 1. Ensure the rationale on Form 3847, Civilian Member Staffing and Recruiting - Interview Results and Recommendation is sound, meaningful, and clearly supports the promotional recommendation.

12. 6. 3. 2. If necessary, reconvene the SIB and have it address any concerns.

12. 6. 3. 3. Conduct a final review to determine a member's eligibility to continue in the promotion process. Refer to *R. v. McNeil*, 2009, SCC 3, [2009] 1 S.C.R. 66, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the Code of Conduct to the position in question on a case-by-case basis.

NOTE: CDRA/promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises there is no misconduct, there is no requirement to forward employee self-disclosure documentation to the DMHR for decision.

12. 6. 3. 4. Consult as necessary, for example, Professional Responsibility units and line officer / selecting manager in considering your decision and in the preparation of rationale.

12. 6. 3. 5. Advise the member and their line officer of your decision and rationale.

12. 6. 3. 6. Approve the promotional recommendation.

12. 6. 4. Candidate

12. 6. 4. 1. Prepare and submit in a timely manner your SR and employee self-disclosure documentation. Refer to sec. 3.19.

12. 6. 4. 2. Clearly demonstrate how you meet or exceed the job requirements approved for the position. Information in your SR that is not related to the job requirements will not be considered. Provide two references who can verify your resume.

12. 6. 4. 3. If you are short-listed for an SI, obtain the job description from the CDRA to prepare for the SI.

12. 6. 4. 4. If you are a short-listed candidate, ensure that your supervisor's recommendation is available by the requested date.

13. Special Constable and Special Constable Member Promotion Process

13. 1. General

13. 1. 1. This does not apply to S/Cst. member pilot positions in Air Services, which will be staffed using CM staffing and promotion processes.

13. 1. 2. Promotion is based on performance and meeting position requirements, including final review.

13. 1. 2. 1. A member applying for a promotion will submit employee self-disclosure documentation (refer to sec. 3.19.) with their application package, as stated in the job advertisement.

13. 1. 3. The appropriate manager/delegate must complete Form 2285, and may list, in order of priority, the job requirements, or recommend additions to the job requirements.

13. 1. 3. 1. All recommendations for additional job requirements will normally receive the unanimous support of the divisional/regional/directorate committee before they are forwarded for approval. When unanimous support is not received, committee members will provide written submissions to the CO/DG/delegate, presenting their rationale for approval.

13. 1. 4. A promotional opportunity will be reviewed by a promotion board, who will present a recommendation to the DMHR/delegate.

13. 1. 5. The long list consists of all members who respond to the advertisement and the short list consists of the names of five members on the long list who best meet the position requirements.

13. 1. 6. When more than one like position is being staffed, the number of candidates on the short list will be: two positions, six candidates; three positions, seven candidates, and so on.

13. 1. 7. When an evaluation is due within 30 days before the publication of the bulletin, or when it is overdue:

13. 1. 7. 1. if the evaluation is with the intermediate supervisor for completion of Form 2510, Performance Evaluation and Learning Plan, or further on in the process, it must be immediately provided to the CDRA who is requesting it;

13. 1. 7. 2. if the evaluation has not been received by the intermediate supervisor, the staffing action will proceed and a notation will be made on the staffing action file; or

13. 1. 7. 3. the staffing action will be held up for five days starting on the day after contact was made or until receipt of the faxed evaluation, whichever is less.

13. 2. Promotion Board

13. 2. 1. A promotion board will consist of:

13. 2. 1. 1. a chairperson, Supt. level or higher for a centralized position, or an officer for a decentralized position; and

13. 2. 1. 2. an officer or member at the senior management level or higher.

NOTE: In exceptional circumstances, a member at the next substantive rank or level to the position being staffed, excluding members of CDR, may participate as a board member in lieu of the second officer.

13. 2. 2. Board members will be appointed by the DMHR/delegate.

13. 2. 3. Candidates will be provided with the names of the members on the promotion board. If a candidate objects to the participation of one of these members, the reasons must be made in writing. If the DMHR/delegate agrees, an alternate member will be named.

13. 2. 4. If possible, a CDR representative will attend each board but will not vote.

13. 2. 5. Members of the promotion board will review the personnel file of each candidate on the short list only, and may have access to the documented rationale for each candidate on the long list before they convene.

13. 2. 6. All information pertaining to promotion board procedures is outlined in CMM App. 4-5, Conducting Promotion Boards for Special Constables and Special Constable Members.

13. 3. Delegated Manager for Human Resources / Delegate

13. 3. 1. Conduct a final review to determine a member's eligibility to continue in the promotion process, having regard to *R. v. McNeil*, 2009 SCC 3, [2009] 1 S.C.R. 66, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the RCMP Code of Conduct to the position in question on a case-by-case basis.

NOTE: The CDRA promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises there is no misconduct, there is no requirement to forward the employee self-disclosure documentation to the DMHR for decision.

13. 3. 2. Consult as necessary (for example, Professional Responsibility units and line officer / selecting manager) when considering your decision and when preparing rationale.

13. 3. 3. Review the board's recommendations and findings, and:

13. 3. 3. 1. approve the recommendations and order the promotion;

13. 3. 3. 2. reject the recommendations, documenting your rationale, and select an alternate candidate presented to the board and order the promotion; or

13. 3. 3. 3. reject the recommendations, documenting your rationale, and appoint a new board to examine a new slate of candidates.

13. 3. 4. Advise the member and their line officer of your decision and rationale.

13. 4. Career Development and Resourcing Advisor

13. 4. 1. Conduct file reviews of the candidates and, based on their overall performance and the job requirements, develop the short list. Place primary emphasis on the narrative comments regarding each candidate's performance.

13. 4. 2. You can develop a short list with more or with less than five candidates, but you must document your rationale.

13. 4. 3. Document your rationale for choosing the candidates on the short list and for excluding other candidates from the short list.

13. 4. 4. For presentation to the promotion board, list the candidates from the short list in alphabetical order on Form 1713, Transfer and Promotion Board Short Listed Candidates.

13. 4. 5. Notify the unsuccessful candidates of the reason why they were not short-listed.

13. 4. 6. Notify the unsuccessful short-listed candidates of the reason why they were not selected.

14. Constable Rank Promotion Process

14. 1. General

14. 1. 1. A member being considered for promotion will submit employee self-disclosure documentation (refer to sec. 3.19.) for final review at each level.

14. 1. 2. The criteria for promotion to the following levels in the Cst. rank are:

14. 1. 2. 1. for Level 3, completion of six months of service at Level 4, successful completion of the FCP, and a satisfactory final review;

14. 1. 2. 2. for Level 2, completion of a minimum of 12 months of service, a recommendation by the member's supervisor and unit commander on Form 5135, RCMP Promotion Assessment Constable - Level 2, and a satisfactory final review; or

14. 1. 2. 3. for Level 1, completion of a minimum of 24 months of service, a recommendation by the member's supervisor upon meeting the requirements of the Cst. rank, based on knowledge, skills, abilities, and behaviours as indicated on Form 3447, RCMP Promotion Assessment Level 1 - Constable, and a satisfactory final review.

NOTE: Levels within the Cst. rank are identified on HRMIS as:
Level 4 = Step 1
Level 3 = Step 2
Level 2 = Step 3
Level 1 = Step 4
The second increment in Level 1 = Step 5.

14. 1. 3. When the start date of the Field Coaching Program (FCP) is delayed by more than two months as a result of RCMP-approved training or a temporary deployment:

14. 1. 3. 1. after completing six months of service, the member may be appointed acting Level 3 Cst. in their substantive position, regardless of their progress in the FCP;

14. 1. 3. 2. if the member's promotions to Level 2 and Level 1 Cst. are also delayed, the member may be appointed as acting at the applicable level, effective the date that they meet the service requirements, as per sec. 14.1.2.; or

14. 1. 3. 3. an acting appointment will be discontinued if the member does not complete the requirements for promotion to the applicable level within the time periods, as per sec. 14.1.2., for example, if a member requires more than six months to complete the FCP, the acting appointment will be discontinued after six months.

14. 1. 4. The unit commander and supervisor will make every effort to informally resolve disagreements when completing Form 3447 or 5135 at the unit level.

14. 1. 5. If a member is not recommended for promotion, the member's supervisor will initiate remedial action.

14. 1. 5. 1. If the member is at Level 4, the supervisor will recommend that the member remain on the FCP until they successfully complete the program.

14. 1. 5. 2. If the member is at Level 3, the supervisor will determine why the member is not progressing normally and provide the member with all reasonable assistance, guidance, and supervision for the member to progress normally.

14. 1. 5. 3. If the member is at Level 2, the supervisor will re-evaluate the member's promotability by submitting an additional Form 3447 within 30 days of the previous form being submitted.

14. 1. 6. If a member is not recommended for promotion due to a:

14. 1. 6. 1. final review, the DMHR will provide the decision and rationale; or

14. 1. 6. 2. performance issue, the supervisor will provide written rationale in support of their decision, and provide a copy to the member.

14. 2. Rater

14. 2. 1. Ensure that each member is fully aware of their responsibilities, and that promotions within the Cst. rank are based on the member's performance.

14. 2. 2. Provide the member with all reasonable assistance, guidance, and supervision to assist them in meeting the requirements for promotion.

14. 2. 3. Record observed behaviour of both positive and negative performance on Form 1004, Performance Log, and discuss each entry with the member.

14. 2. 3. 1. Each entry should be acknowledged by the member and dated. For information on retention and disposition of Form 1004, refer to CMM ch. 2., Performance Evaluation.

14. 2. 4. On the basis of the member's demonstrated performance and not in relation to the member's peers, assess the member as per:

14. 2. 4. 1. the provisions outlined in LTDM ch. 2.2., Field Coaching Program, covering the FCP; or

14. 2. 4. 2. Form 3447.

14. 2. 5. In formulating your recommendation to promote or not promote the member, consider that:

14. 2. 5. 1. one or more ratings of "does not meet requirements" does not necessarily mean that the member should not be recommended for promotion;

14. 2. 5. 2. the overall importance of deficiencies identified must be significant to support a recommendation to not promote the member and supported by detailed rationale; and

NOTE: These recommendations should be rare.

14. 2. 5. 3. the member must be performing their duties at a satisfactory level, and be capable of assuming the duties and responsibilities of a Cst. at the next level.

14. 2. 6. Once a member has successfully met all requirements for a promotion to Level 3, 2, or 1, submit your recommendation for the member's promotion through the proper channels to the divisional CDR by:

14. 2. 6. 1. message, for promotion to Level 3;

14. 2. 6. 2. submitting Form 5135, for promotion to Level 2, or

14. 2. 6. 3. submitting Form 3447, for promotion to Level 1.

14. 3. Unit Commander

14. 3. 1. Inform your line officer when a member has not been recommended for promotion.

14. 4. Career Development and Resourcing

14. 4. 1. When advised that a member has met the requirements for promotion (unless sec. 3.7. to 3.7.4.4. apply), promote the member and advise your divisional compensation unit.

14. 4. 1. 1. If sec. 3.7. to 3.7.4.4. apply, refer the matter to the DMHR for direction.

14. 5. Delegated Manager for Human Resources

14. 5. 1. When a member described in sec. 14.4.1.1. meets the requirements for promotion, follow the process described in sec. 3.9. to determine if the member's promotion will be approved.

14. 5. 2. Conduct a final review to determine a member's eligibility to continue in the Cst. rank promotion process, referring to *R. v. McNeil*, 2009 SCC 3, [2009] 1 S.C.R. 66, OM ch. 20.1., and sec. 3.9. Assess the relevance of any prior finding that the member has contravened the Code of Conduct to the position in question on a case-by-case basis.

NOTE: The CDRA or promotion coordinator will normally review the employee self-disclosure documentation of the recommended candidate. When a misconduct disclosure is made, the documentation is forwarded to the DMHR for decision. In the case where the employee advises that there is no misconduct, there is no requirement to forward the employee self-disclosure documentation to the DMHR for decision.

14. 5. 3. Consult as necessary, for example, Professional Standards Unit and line officer / selecting manager, in considering your decision, and when preparing rationale.

14. 5. 4. Advise the member and their line officer of your decision and rationale.

15. Resignation of Rank or Level

15. 1. A non-commissioned RM, S/Cst. member, or CM may resign their rank or level.

References

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CMM - App. 4-1 Guidelines for Completing the Supervisor or Line Officer Non-Support Documentation

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Appendix Amended: 2019-11-08

1. Supervisor Recommendation for Non-Support

1. 1. You must be the candidate's current supervisor in order to complete Form 5146, Supervisor/Line Officer Support - NCO Promotion Process for a non-supported candidate.

1. 1. 1. . If you have not supervised a candidate for at least four months, you must normally consult others deemed appropriate before completing Form 5146.

1. 1. 1. 1. Include the names and comments of these references.

1. 1. 1. 2. Upon request, provide this information to the candidate.

1. 2. Discussions between yourself and your subordinates concerning any identified developmental shortcomings must be ongoing and documented.

1. 2. 1. When making a decision to recommend the non support of a candidate, consider the candidate's overall performance.

1. 3. You may recommend the removal of support for a candidate at any time.

2. Considering the Information

2. 1. Review the candidate's performance of their current duties, together with their behaviour, and make a recommendation on whether to support the candidate for consideration.

2. 1. 1. Do not score or otherwise rate a candidate's performance or behaviour.

2. 2. Describe identified shortcomings in terms of competency requirements or unacceptable core value behaviour.

2. 3. You may consider the information that is available on a candidate's annual assessment and any related forms (e.g. performance log) and any additional relevant information.

2. 3. 1. You must document and include in a developmental plan, examples of performance or behaviour that is cause for non support.

2. 3. 2. After six months, you may support a non-supported candidate, provided that the candidate has successfully completed the required development, and corrected the shortcomings.

3. Recommendation

3. 1. On the basis of your review of the candidate's overall performance of their current duties and behaviour, you must make one of two recommendations on Form 5146:

3. 1. 1. support of a previously non-supported candidate for consideration in the noncommissioned officer (NCO) promotion process, or

3. 1. 2. the candidate is not supported.

4. Comments

4. 1. Your comments for a non-supported candidate will form the basis for feedback to the candidate, and their continued developmental efforts.

4. 2. Ask the candidate if they want to include comments in the space provided.

4. 3. Forward the completed document to the line officer, and keep a copy for your records.

5. Line Officer Decision

5. 1. Review the supervisor's recommendation, and give your support or non-support decision.

5. 2. Discuss any disagreements with the supervisor and, if possible, try to resolve them.

5. 3. Provide the candidate with the supporting rationale, together with developmental information regarding your decision. Your decision is final.

5. 4. Immediately notify the National Promotions Unit (NPU) when you remove your support of a candidate, or when you begin supporting a previously non-supported candidate.

5. 5. Forward the completed Form 5146 to the NPU.

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CMM - App. 4-2 Completion of the Competency Résumé

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Appendix Amended: 2019-11-08

1. General

1. 1. The validation committee will use the information in Form 5144, Competency Résumé - NCO Promotion Process to validate candidates to the minimum level for each of the competencies requiring validation.

1. 1. 1. The selecting line officer will consider information in the competency résumé (CR) when identifying the recommended candidate.

1. 2. When policy requires a candidate's examples to be evaluated by a validation committee, the examples that were previously used in:

1. 2. 1. an unsuccessful validation attempt may not be submitted for re-validation for the same level or higher; and

1. 2. 2. a successful validation attempt may not be submitted for re-validation for the same level or lower.

1. 3. When sec. 1.2. to 1.2.2. apply, the candidate will provide the officer in charge (OIC), National Promotions Unit (NPU)/delegate with copies of previously used examples.

1. 3. 1. The OIC, NPU/delegate will verify that the examples are new and different.

2. Candidate

2. 1. Complete the CR.

NOTE: The employment of, or assistance from, any outside agency to complete the promotion process documents is not permitted and will be deemed as cheating.

2. 2. Read and ensure that you understand all relevant information related to the RCMP Competency Based Management, and the NCO Promotion Process.

2. 3. Read and follow the detailed instructions outlined on Form 5144, and on the job advertisement.

2. 4. For each competency identified on the job advertisement, you must submit two different examples (one example per CR page) describing how you best demonstrate each required competency.

2. 4. 1. Examples must be verifiable. An example that cannot be verified will not be accepted.

2. 4. 2. If you do not submit two different examples for each required competency, your application package will be considered incomplete.

2. 4. 3. Where applicable, you must also submit copies of previous validation results.

2. 5. When identifying and preparing your examples, you may draw on job-relevant experiences from inside or outside of the RCMP.

NOTE: Although there is no time limit for examples provided on the CR, be aware that the timeframe in which your examples occurred may be a factor when your information is compared against that of other candidates during the selection stage.

2. 6. For each example, you must describe the situation you encountered, the role you played, the actions you took, and the results of those actions.

2. 6. 1. Provide insight into the reasons behind your actions, including how and/or why the actions were carried out.

2. 6. 2. Enter each example on a CR page in the space provided.

NOTE: Attachments will not be considered.

2. 7. Only examples provided for a specific competency will be considered when validating that competency.

2. 8. Sign each CR page, verifying that the example provided is true and accurately describes your behaviour.

2. 8. 1. The electronic submission of the CR through your personal work email account will be accepted as your electronic signature.

2. 8. 2. Ensure that your current supervisor signs each CR page where indicated.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and on the CR, and all other information provided to you.

3. 2. Verify the behavioural examples provided by the candidate, based on your knowledge or by contacting the references.

3. 3. If you are unable to verify an example, or if the accuracy of the description is in question, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: An example that cannot be verified must not be used.

3. 4. Review any previously used examples provided by the candidate and, when applicable, verify that the examples being submitted are new and different.

3. 5. Sign each CR page where indicated.

4. Officer in Charge, National Promotions Unit/Delegate

4. 1. If the accuracy of information in a CR comes into question at any point in the process, take the necessary steps to verify the information.

4. 1. 1. When appropriate, consult with the candidate's supervisor, the candidate, and others as deemed necessary.

NOTE: An example that cannot be verified will not be accepted.

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CMM - App. 4-2 Completion of the Competency Résumé

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Appendix Amended: 2021-02-25

1. General

1. 1. The validation committee will use the information in Form 5144, Instructions: Competency Résumé - NCO Promotion Process to validate candidates to the minimum level for each of the competencies requiring validation.

1. 1. 1. The selecting line officer will consider information in the competency résumé (CR) when identifying the recommended candidate.

1. 2. When policy requires a candidate's examples to be evaluated by a validation committee, the examples that were previously used in:

1. 2. 1. an unsuccessful validation attempt may not be submitted for re-validation for the same level or higher; and

1. 2. 2. a successful validation attempt may not be submitted for re-validation for the same level or lower.

1. 3. When sec. 1.2. to 1.2.2. apply, the candidate will provide the officer in charge (OIC), National Promotions Unit (NPU)/delegate with copies of previously used examples.

1. 3. 1. The OIC, NPU/delegate will verify that the examples are new and different.

2. Candidate

2. 1. Complete the CR.

NOTE: The employment of, or assistance from, any outside agency to complete the promotion process documents is not permitted and will be deemed as cheating.

2. 2. Read and ensure that you understand all relevant information related to the RCMP Competency Based Management, and the NCO Promotion Process.

2. 3. Read and follow the detailed instructions outlined on Form 5144, and on the job advertisement.

2. 4. For each competency identified on the job advertisement, you must submit two different examples (one example for each CR page) describing how you best demonstrate each required competency.

2. 4. 1. Examples must be verifiable. An example that cannot be verified will not be accepted.

2. 4. 2. If you do not submit two different examples for each required competency, your application package will be considered incomplete.

2. 4. 3. Where applicable, you must also submit copies of previous validation results.

2. 5. When identifying and preparing your examples, you may draw on job-relevant experiences from inside or outside of the RCMP.

NOTE: Although there is no time limit for examples provided on the CR, be aware that the timeframe in which your examples occurred may be a factor when your information is compared against that of other candidates during the selection stage.

2. 6. For each example, you must describe the situation you encountered, the role you played, the actions you took, and the results of those actions.

2. 6. 1. Provide insight into the reasons behind your actions, including how and/or why the actions were carried out.

2. 6. 2. Enter each example on a CR page in the space provided.

NOTE: Attachments will not be considered.

2. 7. Only examples provided for a specific competency will be considered when validating that competency.

2. 8. Sign each CR page, verifying that the example provided is true and accurately describes your behaviour.

2. 8. 1. The electronic submission of the CR through your personal work email account will be accepted as your electronic signature.

2. 8. 2. Ensure that your current supervisor signs each CR page where indicated.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and on the CR, and all other information provided to you.

3. 2. Verify the behavioural examples provided by the candidate, based on your knowledge or by contacting the references.

3. 3. If you are unable to verify an example, or if the accuracy of the description is in question, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: An example that cannot be verified must not be used.

3. 4. Review any previously used examples provided by the candidate and, when applicable, verify that the examples being submitted are new and different.

3. 5. Sign each CR page where indicated.

4. Officer in Charge, National Promotions Unit / Delegate

4. 1. If the accuracy of information in a CR comes into question at any point in the process, take the necessary steps to verify the information.

4. 1. 1. When appropriate, consult with the candidate's supervisor, the candidate, and others as deemed necessary.

NOTE: An example that cannot be verified will not be accepted.

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CMM - App. 4-3 Covering Letter for Noncommissioned Officer Promotion Process

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Appendix Amended: 2019-11-08

1. General

1. 1. The purpose of Form 5147, Covering Letter - NCO Promotion Process is to provide a candidate with an opportunity to provide recent information about:

1. 1. 1. the competency requirements,

1. 1. 2. desirables,

1. 1. 3. information about why they are the best candidate for the position, and

1. 1. 4. other information for consideration by the line officer/delegate at the selection stage.

1. 2. The information contained in the covering letter is very important, and will be considered by the line officer/delegate at the selection stage.

2. Candidate

2. 1. Complete Form 5147.

2. 2. Enter the information in the space provided.

2. 3. Attachments will not be considered.

2. 4. Only include information that can be verified. Include the names of references, or provide them upon request.

2. 5. Sign the covering letter, verifying that the information provided is true.

2. 5. 1. The electronic submission of the covering letter through your personal work email account will be accepted as your electronic signature.

2. 6. Ensure your supervisor signs where indicated.

NOTE: Use of, or assistance from, any outside agency to complete the promotion process documents is not permitted, and will be deemed as cheating.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and the covering letter, and all other information provided to you.

3. 2. Verify the information that was provided by the candidate, based on your knowledge, or by requesting and contacting the candidate's references.

3. 3. If you are unable to verify the information provided, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: Information that cannot be verified must not be used.

3. 4. Sign where indicated, certifying that you have verified the information provided by the candidate.

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CMM - App. 4-3 Covering Letter for Noncommissioned Officer Promotion Process

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Appendix Amended: 2021-02-25

1. 1. The purpose of Form 5147, Covering Letter - NCO Promotion Process is to provide a candidate with an opportunity to provide recent information about:

1. 1. 1. the competency requirements,

1. 1. 2. desirables,

1. 1. 3. information about why they are the best candidate for the position, and

1. 1. 4. other information for consideration by the line officer / delegate at the selection stage.

1. 2. The information contained in the covering letter is very important, and will be considered by the line officer / delegate at the selection stage.

2. Candidate

2. 1. Complete Form 5147.

2. 2. Enter the information in the space provided.

2. 3. Attachments will not be considered.

2. 4. Only include information that can be verified. Include the names of references, or provide them upon request.

2. 5. Sign the covering letter, verifying that the information provided is true.

2. 5. 1. The electronic submission of the covering letter through your personal work email account will be accepted as your electronic signature.

2. 6. Ensure your supervisor signs where indicated.

NOTE: Use of, or assistance from, any outside agency to complete the promotion process documents is not permitted, and will be deemed as cheating.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and the covering letter, and all other information provided to you.

3. 2. Verify the information that was provided by the candidate, based on your knowledge, or by requesting and contacting the candidate's references.

3. 3. If you are unable to verify the information provided, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: Information that cannot be verified must not be used.

3. 4. Sign where indicated, certifying that you have verified the information provided by the candidate.

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CMM - App. 4-4 Promotion by Exception

Back to chapter

Appendix Amended: 2019-11-08

1. General

1. 1. If the regular noncommissioned officer (NCO) Promotion Process fails to identify a successful candidate for a position or group of positions, the line officer of the position or positions to be staffed may identify and recommend a promotional candidate through Promotion by Exception (PBE).

1. 2. A PBE business case must be prepared by the line officer and submitted to the DMHR no more than 75 days after the line officer is advised by the National Promotions Unit (NPU) that no successful candidate has been identified.

1. 2. 1. The approved business case must be received by the NPU no more than 90 days after the line officer is advised by the NPU that no successful candidate has been identified.

1. 3. To be considered for a PBE opportunity, a member must:

1. 3. 1. be at the appropriate rank, e.g. only a sergeant (Sgt.) will be considered for a PBE opportunity at the staff sergeant (S/Sgt.) rank;

1. 3. 2. not be deemed ineligible for promotion as a result of supervisor non-support, declining a promotional transfer, ongoing progress reporting, or having been served with a notice of shortcomings;

1. 3. 3. meet the position's language requirements;

1. 3. 4. meet the established criteria for a special measures position, if applicable; and

1. 3. 5. be willing and able to transfer into and occupy the position on a permanent basis.

1. 4. A member who is selected for PBE is deemed releasable from their current position.

1. 5. Before a candidate is promoted, they must:

1. 5. 1. have been successfully validated through the regular validation process on all required functional competencies;

1. 5. 2. meet all other job requirements;

1. 5. 3. meet the Operational Skills Maintenance, and Supervisor Development Program (SDP)/Manager Development Program (MDP) requirements for promotion, as per CMM ch. 4.; and

1. 5. 4. physically occupy the position.

1. 6. Before being promoted, a candidate who did not have a valid passing Job Simulation Exercise (JSE) score on the closing date of the job advertisement must:

1. 6. 1. attain a passing JSE score in accordance with JSE policies, as per CMM ch. 4.; or

1. 6. 2. successfully validate through the regular validation process on each of the organizational competencies listed in the competency profile.

1. 7. A selected candidate who does not meet the requirements as per sec. 1.5. and 1.6. will be provided with a developmental plan to assist them in meeting these requirements.

1. 8. A selected candidate may occupy a promotional position in an acting capacity during the developmental period.

1. 9. PBE candidates are subject to the eligibility criteria, as per CMM ch. 4., sec. 3., General.

1. 10. A recommended PBE candidate will be subject to a final review before being appointed to a promotional position in an acting capacity, and before being promoted.

2. Promotion by Exception Process

2. 1. If a decision is made to proceed with PBE, a member who wants to be considered as a PBE candidate must have submitted Form 5147, Covering Letter - NCO Promotion Process, by the closing date of the job advertisement. For information on exceptions, refer to sec. 2.7.

2. 1. 1. A member may also choose to submit Form 5145, Application NCO Promotion Process and Form 5144, Competency Résumé - NCO Promotion Process, by the closing date of the job advertisement.

2. 2. Once it is determined that no successful candidate has been identified through the regular promotion process, the line officer will advise the NPU of their intention to proceed with PBE.

2. 3. The NPU will:

2. 3. 1. confirm that candidates meet the requirements identified in sec. 1.3.1. and 1.3.2.;

2. 3. 2. verify JSE and validation results to identify any competency requirements, which the candidates do not currently meet; and

2. 3. 3. provide the PBE candidate list, copies of application documents, and other relevant information, to the divisional Career Development and Resourcing (CDR) office.

NOTE: The PBE candidate list includes members who submitted Form 5147 by the closing date of the job advertisement, and who meet the requirements outlined in sec. 1.3.1. and 1.3.2.

2. 4. The divisional CDR office may review the personnel file of a member being considered for PBE.

2. 5. If a Community Participation Interview is to be held, the line officer will determine which candidates from the PBE candidate list will advance to the interview stage.

2. 6. Before completing a business case to recommend a member for PBE, the line officer will:

2. 6. 1. consider documentation provided by the NPU and the divisional CDR office, and any other relevant information;

2. 6. 2. consult with the NPU, the DMHR, the member, and the member's supervisor, as required;

2. 6. 3. confirm that the member is willing and able to occupy the identified position on a permanent basis; and

2. 6. 4. verify that the member meets the language requirements of the position and, if applicable, the special measures criteria.

2. 7. If no suitable candidate is identified from the PBE candidate list, the line officer may recommend another candidate.

3. Completion of a Business Case

3. 1. The business case must include:

3. 1. 1. details of steps taken to identify interested and qualified candidates through the regular NCO Promotion Process;

3. 1. 2. details of consultations that have taken place, including confirmation that the member has supervisory/line officer support for promotion, and is willing and able to permanently occupy the position;

3. 1. 3. a rationale for the recommendation of the identified candidate;

3. 1. 3. 1. if applicable, reasons for not recommending a candidate from the PBE candidate list. Refer to sec. 2.7.;

3. 1. 4. 1. if the recommended candidate does not meet the job requirements, Operational Skills Maintenance requirements, SDP/MDP requirements, or JSE requirements, details of a developmental plan that will assist the member in meeting all requirements within the prescribed timeframe. Refer to sec. 4.; and

3. 1. 5. other relevant information.

3. 2. The DMHR will:

3. 2. 1. determine a recommended candidate's eligibility for promotion, in relation to CMM ch. 4., sec. 3.7., 3.9., and 3.19.;

3. 2. 2. in consultation with the commanding officer (CO) and others deemed appropriate, ensure the business case is sound and defendable before approving; and

3. 2. 3. provide a copy of the approved business case to the NPU.

3. 3. The NPU will forward a copy of the approved business case to the National Staffing Program.

4. Developmental Period

4. 1. When a developmental plan has been implemented, the selected candidate will normally be expected to meet the requirements as per sec. 1.5. and 1.6., within six months of being appointed to the position in an acting capacity.

4. 1. 1. If the candidate does not meet the requirements within six months, the developmental period may be extended for up to six months.

4. 1. 2. The DMHR may approve an additional extension based on extraordinary circumstances, e.g. maternity or parental leave.

4. 2. To ensure compliance with the terms of the business case, the divisional CDR office will monitor the progress of the developmental plan through consultation with the appropriate manager.

4. 3. The line officer/delegate will advise the NPU when a candidate is prepared to submit a competency résumé for validation.

4. 3. 1. The NPU, in conjunction with the divisional CDR office, will facilitate the validation process.

4. 4. If, upon completion of the developmental period, the selected candidate does not meet all of the requirements, the PBE plan will be cancelled and the member will be reassigned.

4. 4. 1. CDR will interview the member to evaluate their career aspirations, interests, and suitability, and the member will be placed in a position commensurate with their qualifications at the first opportunity.

5. Human Resources Management Information System (HRMIS) Staffing Transaction Administration

5. 1. When a PBE candidate is appointed on an acting basis, or when an acting appointment is going to be extended, CDR in the receiving division will initiate the HRMIS staffing transaction.

5. 2. Should the PBE candidate be successful, the NPU will initiate the promotional staffing transaction in HRMIS.

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Date Modified: 2019-11-08

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CMM - App. 4-4 Promotion by Exception

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Appendix Amended: 2021-02-25

1. General

1. 1. If the regular noncommissioned officer (NCO) Promotion Process fails to identify a successful candidate for a position or group of positions, the line officer of the position or positions to be staffed may identify and recommend a promotional candidate through Promotion by Exception (PBE).

1. 2. A PBE business case must be prepared by the line officer and submitted to the DMHR no more than 75 days after the line officer is advised by the National Promotions Unit (NPU) that no successful candidate has been identified.

1. 2. 1. The approved business case must be received by the NPU no more than 90 days after the line officer is advised by the NPU that no successful candidate has been identified.

1. 3. To be considered for a PBE opportunity, a member must:

1. 3. 1. be at the appropriate rank, for example, only a sergeant (Sgt.) will be considered for a PBE opportunity at the staff sergeant (S/Sgt.) rank;

1. 3. 2. not be deemed ineligible for promotion as a result of supervisor non-support, declining a promotional transfer, ongoing progress reporting, or having been served with a notice of shortcomings;

1. 3. 3. meet the position's language requirements;

1. 3. 4. meet the established criteria for a special measures position, if applicable; and

1. 3. 5. be willing and able to transfer into and occupy the position on a permanent basis.

1. 4. A member who is selected for PBE is deemed releasable from their current position.

1. 5. Before a candidate is promoted, they must:

1. 5. 1. have been successfully validated through the regular validation process on all required functional competencies;

1. 5. 2. meet all other job requirements;

1. 5. 3. meet the Operational Skills Maintenance requirements for promotion, as per CMM ch. 4.; and

1. 5. 4. physically occupy the position.

1. 6. Before being promoted, a candidate who did not have a valid passing Job Simulation Exercise (JSE) score on the closing date of the job advertisement must:

1. 6. 1. attain a passing JSE score in accordance with JSE policies, as per CMM ch. 4.; or

1. 6. 2. successfully validate through the regular validation process on each of the organizational competencies listed in the competency profile.

1. 7. A selected candidate who does not meet the requirements as stated in sec. 1.5. and 1.6. will be provided with a developmental plan to assist them in meeting these requirements.

1. 8. A selected candidate may occupy a promotional position in an acting capacity during the developmental period.

1. 9. PBE candidates are subject to the eligibility criteria, as per CMM ch. 4., sec. 3., General.

1. 10. A recommended PBE candidate will be subject to a final review before being appointed to a promotional position in an acting capacity, and before being promoted.

2. Promotion by Exception Process

2. 1. If a decision is made to proceed with PBE, a member who wants to be considered as a PBE candidate must have submitted Form 5147, Covering Letter - NCO Promotion Process, by the closing date of the job advertisement. For information on exceptions, refer to sec. 2.7.

2. 1. 1. A member may also choose to submit Form 5145, Application NCO Promotion Process and Form 5144, Instructions: Competency Résumé - NCO Promotion Process, by the closing date of the job advertisement.

2. 2. Once it is determined that no successful candidate has been identified through the regular promotion process, the line officer will advise the NPU of their intention to proceed with PBE.

2. 3. The NPU will:

2. 3. 1. confirm that candidates meet the requirements identified in sec. 1.3.1. and 1.3.2.;

2. 3. 2. verify JSE and validation results to identify any competency requirements, which the candidates do not currently meet; and

2. 3. 3. provide the PBE candidate list, copies of application documents, and other relevant information, to the divisional Career Development and Resourcing (CDR) office.

NOTE: The PBE candidate list includes members who submitted Form 5147 by the closing date of the job advertisement, and who meet the requirements outlined in sec. 1.3.1. and 1.3.2.

2. 4. The divisional CDR office may review the personnel file of a member being considered for PBE.

2. 5. If a Community Participation Interview is to be held, the line officer will determine which candidates from the PBE candidate list will advance to the interview stage.

2. 6. Before completing a business case to recommend a member for PBE, the line officer will:

2. 6. 1. consider documentation provided by the NPU and the divisional CDR office, and any other relevant information;

2. 6. 2. consult with the NPU, the DMHR, the member, and the member's supervisor, as required;

2. 6. 3. confirm that the member is willing and able to occupy the identified position on a permanent basis; and

2. 6. 4. verify that the member meets the language requirements of the position and, if applicable, the special measures criteria.

2. 7. If no suitable candidate is identified from the PBE candidate list, the line officer may recommend another candidate.

3. Completion of a Business Case

3. 1. The business case must include:

3. 1. 1. details of steps taken to identify interested and qualified candidates through the regular NCO Promotion Process;

3. 1. 2. details of consultations that have taken place, including confirmation that the member has supervisor/line officer support for promotion, and is willing and able to permanently occupy the position;

3. 1. 3. a rationale for the recommendation of the identified candidate;

3. 1. 3. 1. if applicable, reasons for not recommending a candidate from the PBE candidate list. Refer to sec. 2.7.;

3. 1. 3. 2. if the recommended candidate does not meet the job requirements, Operational Skills Maintenance requirements, or JSE requirements, details of a developmental plan that will assist the member in meeting all requirements within the prescribed timeframe. Refer to sec. 4.; and

3. 1. 4. other relevant information.

3. 2. The DMHR will:

3. 2. 1. determine a recommended candidate's eligibility for promotion, in relation to CMM ch. 4., sec. 3.7., 3.9., and 3.19.;

3. 2. 2. in consultation with the commanding officer (CO) and others deemed appropriate, ensure the business case is sound and defendable before approving; and

3. 2. 3. provide a copy of the approved business case to the NPU.

3. 3. The NPU will forward a copy of the approved business case to the National Staffing Program.

4. Developmental Period

4. 1. When a developmental plan has been implemented, the selected candidate will normally be expected to meet the requirements under sec. 1.5. and 1.6., within six months of being appointed to the position in an acting capacity.

4. 1. 1. If the candidate does not meet the requirements within six months, the developmental period may be extended for up to six months.

4. 1. 2. The DMHR may approve an additional extension based on extraordinary circumstances, for example, maternity or parental leave.

4. 2. To ensure compliance with the terms of the business case, the divisional CDR office will monitor the progress of the developmental plan through consultation with the appropriate manager.

4. 3. The line officer / delegate will advise the NPU when a candidate is prepared to submit a competency résumé for validation.

4. 3. 1. The NPU, in conjunction with the divisional CDR office, will facilitate the validation process.

4. 4. If, upon completion of the developmental period, the selected candidate does not meet all of the requirements, the PBE plan will be cancelled and the member will be reassigned.

4. 4. 1. CDR will interview the member to evaluate their career aspirations, interests, and suitability, and the member will be placed in a position commensurate with their qualifications at the first opportunity.

5. Human Resources Management Information System (HRMIS) Staffing Transaction Administration

5. 1. When a PBE candidate is appointed on an acting basis, or when an acting appointment is going to be extended, CDR in the receiving division will initiate the HRMIS staffing transaction.

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CMM - App. 4-5 Conducting Promotion Boards for Special Constable and Special Constable Members

Back to chapter

Appendix Amended: 2019-11-08

1. General

1. 1. The objective of the promotion board is to conduct a complete file review of each candidate, against the position requirements, and make a promotional recommendation to the DMHR.

1. 2. The Career Development and Resourcing Advisor (CDRA) will assist board members and provide advice on the staffing process.

1. 3. Board proceedings will be conducted in a formal and consistent manner.

1. 4. The board is restricted to reviewing the personnel files of those members presented by the CDRA.

1. 4. 1. Board members may be given access to documents regarding the discipline files of candidates, only when they relate to unspent discipline.

1. 5. If a board member feels that there may be a real or perceived conflict of interest on their part with respect to a particular candidate before the board, the chairperson must be advised and the member must be excluded from the deliberations on the particular position. If a board member perceives a conflict of interest on the part of any other board member, they are obliged to bring it to the chairperson's attention.

1. 6. Board members must be reminded that the proceedings of the board are confidential, and that information gathered during the proceedings and the board's decision must be held in confidence.

1. 7. To conform with the provisions of the *Privacy Act*, the following must be recorded during the proceedings:

1. 7. 1. the chairperson's introductory remarks;

1. 7. 2. the contents of the CDR memo or the CDRA's introductory remarks, confirming that directives have been followed to ensure that the vacancy can be staffed through promotion;

1. 7. 3. the position requirements and names submitted to the board, as per Form 1713, Transfer and Promotion Board Short Listed Candidates;

1. 7. 4. the rationale of the voting members for selection or non-selection of each candidate;

1. 7. 5. a detailed summary of the rationale and recommendation by the chairperson; and

1. 7. 6. any other observations, comments, or recommendations by a board member, which are relevant to the issue, or which may affect the outcome of the proceedings.

1. 8. At the start of the board proceedings, the chairperson must state the following:

This centralized (National Headquarters) or decentralized (divisional) promotion board _____ is made up of _____, and _____, as board members, and myself, _____, as the chairperson. The CDRA is _____.

NOTE: If a CDRA is not in attendance, the content of the memo provided by CDR will be provided to the board members.

1. 9. Following the opening remarks, board members must familiarize themselves with the staffing procedures in this policy.

1. 10. Board members must compare the short-list candidates against the requirements of the position, and formulate a recommendation based on which member is best qualified to perform the duties of the position being filled.

NOTE: A complete file review of each candidate is mandatory.

1. 10. 1. Performance, as reflected in performance evaluations, must be viewed, keeping in mind:

1. 10. 1. 1. the nature and scope of the duties that have been performed by each member in the past,

1. 10. 1. 2. how long those duties have been performed, and

1. 10. 1. 3. how the performance of the member in those duties relates to the position requirements.

1. 10. 2. The board is entitled to conclude that the level of performance is an indicator of how well the candidate might be expected to perform in the position to be staffed.

1. 10. 3. Service means the length of service, and reflects experience gained over a period of time, implying the acquisition and development of knowledge, skills, and maturity.

1. 10. 4. Seniority means time in a given level that can reasonably be expected to provide members with additional familiarity with the duties and responsibilities in a given level, thereby increasing the member's readiness and potential to assume the increased responsibilities of the next level.

1. 11. Board members must vote individually for the candidate that they judge is best qualified for the position to be staffed.

1. 11. 1. Documentation provided by the board must state the rationale for the selection or non-selection of one candidate over another.

1. 11. 2. Each candidate should be able to determine the rationale for their selection or non-selection.

1. 12. Board members must restrict their comments to matters that can be substantiated from written records.

1. 13. The board will recommend one candidate for the position being staffed. Additionally, if requested by the CDRA, the board will prioritize the candidates to establish an eligibility list for future vacancies of similar positions.

1. 13. 1. A board may resort to selection based on seniority when a tie occurs, after consideration is given to all required qualifications.

1. 14. The chairperson will provide a written report of the board's findings and recommendations to the Human Resources Officer, including any dissenting views, for consideration.

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CMM - App. 4-6 Reapplication Waiting Period for a Civilian Member Position

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Appendix Amended: 2019-11-08

1. General

1. 1. The following waiting period must pass before an applicant for a civilian member (CM) position (either promotionally, or through the recruiting process) can file a new application:

1. 1. 1. for the same job code with the same discipline or specialization, six months from the assessment date when the applicant failed or did not meet the minimum score in any step of the selection process after the Résumé Scoring Tool (RST), i.e. examination, test, structured interview, or other assessment method; or

EXAMPLES:

1. Forensic Specialist, Job Code 003804 is used for trace evidence, firearms, toxicology, and biology disciplines.

2. A candidate who applies for a position under Job Code 003804 for the discipline of biology and fails the RST may reapply for the same job code with the same discipline or specialization. However, if the candidate fails the next assessment (e.g. examination, or structured interview) they must wait six months before reapplying for a position under Job Code 003804 in the discipline of biology.

3. A candidate who fails the structured interview for a position under Job Code 003804 in the discipline of biology can immediately reapply for another position under Job Code 003804 in another discipline, e.g. toxicology.

1. 1. 2. for job opportunity bulletins:

1. 2. 1. six months from the date an applicant voluntarily withdraws their application without a valid reason, after the applicant had undergone any step in the selection process, i.e. examination, test, structured interview, or other assessment method; or

1. 1. 3. one year from the date the applicant had an unsuccessful suitability or security interview.

NOTE: A civilian member will not be considered for a job opportunity bulletin through the recruiting process.

1. 2. For information on the waiting period for a telecommunications operator position, refer to AM ch. II.1., Recruiting, App. II-1-3, Recruiting and Selection of Law Enforcement Support, Telecommunications Operations (LES-TO-02) Positions.

1. 3. If an applicant fails to meet the medical requirements of a specific job code, a new application for the same job code will only be accepted upon the recommendation of the Health Services Officer.

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EXAMPLES:

1. Forensic Specialist, Job Code 003804 is used for trace evidence, firearms, toxicology, and biology disciplines.

2. A candidate who applies for a position under Job Code 003804 for the discipline of biology and fails the Résumé Scoring Tool may reapply for the same job code with the same discipline or specialization. However, if the candidate fails the next assessment (for example, examination, or structured interview) they must wait six months before reapplying for a position under Job Code 003804 in the discipline of biology.

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1. 1. 3. one year from the date the applicant had an unsuccessful suitability or security interview.

NOTE: A CM will not be considered for a job opportunity bulletin through the recruiting process.

1. 2. For information on the waiting period for a telecommunications operator position, refer to AM ch. II.1., Recruiting, App. II-1-3, Recruiting and Selection of Law Enforcement Support, Telecommunications Operations (LES-TO-02) Positions.

1. 3. If an applicant fails to meet the medical requirements of a specific job code, a new application for the same job code will only be accepted upon the recommendation of the Health Services Officer.

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CMM - ch. 5. Job Descriptors and Job Requirements

CMM-795 - 2012-10-10 - Changes to Service Delivery Model - CM non-EX Staffing Responsibilities

Directive Amended: 2018-06-29

For information regarding this policy, contact National Staffing Program, Workforce Programs and Services, Human Resources.

1. Policy
2. General
3. Job Requirements
4. Human Resources Management Information System (HRMIS)
5. Advertising Process
6. Guidelines to Advertise Positions
App. 5-1 Instructions for the Completion of Form 2285
App. 5-2 Locations in the RCMP

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1. Policy

1. 1. The job requirements and competency profiles set out in this Directive will be used to staff positions on a promotional basis and when selecting candidates for lateral transfers.

NOTE: Competency profiles will be used in the CM Promotion Process as a tool to develop the structured interview questions and rating scales.

1. 2. For lateral transfers, the selected candidate must meet the education and licenses/certifications. If the selected candidate does not meet the remaining job requirements, including the competency profile, the hiring manager, in consultation with the Delegated Manager for Human Resources (DMHR), must be confident that the selected candidate has the potential to meet them within a reasonable time frame before issuing the transfer.

1. 2. 1. For promotional opportunities, the selected candidate must meet all job requirements and the competency profile associated with that position.

1. 2. 2. The responsibility to retain and improve functional expertise will rest with the division.

1. 3. The following individuals are responsible for approving the job requirements for job codes outlined in Job Code Summaries and Job Requirements:

1. 3. 1. the Director General, Executive/Officer Development and Resourcing/delegate, for job summaries, job requirements, and competency profiles for RM and CM Executives, as well as job requirements and competency profiles for commissioned Officers;

1. 3. 2. the OIC/delegate, National Staffing Program, for job requirements and competency profiles for all other RM and CM job codes not outlined in sec. 1.3.1.;

1. 3. 3. the DMHR/delegate, for decentralized positions, and the DMHR/delegate, National Headquarters, for centralized positions, are responsible for approving job requirements which are not outlined in Job Code Summaries and Job Requirements or sec. 1.3.1., but which have been identified at the time of staffing and recommended by a 2285 Committee; and

1. 3. 4. the Director/delegate, Organization and Classification Directorate, for approving the job summaries outlined in the job codes in Job Code Summaries and Job Requirements.

2. General

2. 1. For the purposes of this chapter, DMHR means an officer level/equivalent or senior NCO, who is responsible for the human resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 2. For a list of all staffing location codes in the RCMP, see CMM App. 5-2, Locations in the RCMP.

2. 3. For instructions on creating competency profiles for positions that have not yet been formally profiled, see CMM App. 12-1, Manager's Guide to Create a New Competency Profile.

2. 4. For instructions on using context-specific competencies, see CMM App. 12-2, Context-Specific Competencies.

3. Job Requirements

3. 1. The following definitions apply to the job requirements for the staffing of CM positions:

3. 1. 1. **some** means one or more years of experience;

3. 1. 2. **several** means two or more years of experience;

3. 1. 3. **extensive** means five or more years of experience;

3. 1. 4. **recent** means within the previous five-year period;

3. 1. 5. **program** means experience that may be gained in a unit other than a dedicated unit;

3. 1. 6. **function** means experience that must be gained in a dedicated unit, e.g. drug or customs and excise section; and

3. 1. 7. **documented supervisory experience** means that the member's personnel file, resume, or statement of relevant experience and qualifications must indicate that the individual has supervised employees, contractors, cadets, or others involved in an employer/employee relationship. Supervision may include, but is not limited to, monitoring, applying corrective measures, providing guidance, and offering developmental support and assistance on an ongoing basis.

3. 2. Unpublished job codes, job codes with details identified in Job Code Summaries and Job Requirements as "under development", additional job requirements to those outlined in Job Code Summaries and Job Requirements, additional functional competencies to those outlined in, or linked from, Job Code Summaries and Job Requirements, or organizational competencies deemed critical at the time of staffing, may be necessary when staffing some positions. In such cases, the following process applies:

3. 2. 1. The rationale for the requested job requirements and competency profiles will be reviewed and approved by a committee comprised of two subject matter experts and the DMHR/Delegate.

3. 2. 2. The committee will discuss job requirements, competency profiles, and rationale developed for purposes outlined in sec. 3.2. It is not necessary for the committee to discuss desirable knowledge, skills, or abilities that a line officer/delegate has indicated will be given priority during the selection process.

3. 2. 3. When the committee does not unanimously support a request for job requirements or competency profile, written submissions will be made by committee members presenting their rationale to the CO/DG/delegate for decision. An administrative report will be submitted by divisional staffing to the Director, National Staffing Program, in cases where there is no unanimous consent.

4. Human Resources Management Information System (HRMIS)

4. 1. General

4. 1. 1. The HRMIS is an automated information system which assists in the career streaming, transfer, and promotion of members.

4. 1. 2. All members will identify their lateral career preferences using HRMIS and keep their career plan preferences data current. All promotional opportunities will be advertised.

4. 1. 3. Career preferences are valid for lateral staffing purposes once they are saved in HRMIS.

4. 1. 4. The purging of annual career preferences will normally occur on Jun. 1 each year.

4. 1. 4. 1. Career preferences with a review date earlier than Apr. 1 of the current year will be automatically purged.

4. 2. Responsibilities of the Member

4. 2. 1. You are responsible to review and update your career plan every year, to accurately reflect your career preferences.

4. 2. 1. 1. If you expect to be absent and cannot access HRMIS for an extended period of time, e.g. UN mission, update your career preferences before you leave.

4. 2. 1. 2. If you are absent and not able to access HRMIS, your Career Development and Resourcing Advisor can update your career preferences on your behalf. Contact your Career Development and Resourcing Office.

4. 2. 2. To update your career preferences, log into HRMIS and follow the instructions on the Career Plan Update page, using the following path: Self Service - RCMP Self Service - Career Plan Update.

NOTE: It is recommended that you print the HRMIS Job Codes and Staffing Location Code, Report RRPLC001 in Landscape format, on the date you will use it, as a reference for updating your career preferences. This will ensure you are referencing current information.

4. 2. 3. Once you have accessed the HRMIS Job Codes and Staffing Location Code Report, consider the following before updating and saving your career preferences:

4. 2. 3. 1. the Official Languages requirements, as outlined in AM ch. II.6., Official Languages;

4. 2. 3. 2. the job requirements and competency profiles for the selection of personnel within specific job codes;

4. 2. 3. 3. the maximum number of job code/staffing location code combinations you can enter on the system is 99;

4. 2. 3. 4. the number of positions classified with that job code at the location you select;

NOTE: A zero in the column "# of positions" on report RRPLC001 means that the number of positions for that job code and location has been overwritten for national security reasons.

4. 2. 3. 5. each preference must have a job code and a staffing location code. You cannot save an entry if one of these values is missing. All job codes must be preceded by zeros for a total of six digits, e.g. 000123; and

4. 2. 3. 6. HRMIS will only allow valid combinations of job code/staffing location codes as found on the Job Codes and Staffing Location Codes, Report RRPLC001.

NOTE: If a job code/staffing location code combination became invalid since you entered it, you will have to delete it before you can enter any new preference.

4. 2. 4. Periodically review Job Code Summaries and Job Requirements and the Job Codes and Staffing Location Code Report (RRPLC001) to ensure your career plan data is up-to-date.

4. 2. 5. In the General Information portion of the Career Plan Update page:

4. 2. 5. 1. click the appropriate check box if you are interested in acting as a substitute member in case of a workforce adjustment situation. See CMM ch. 6., RCMP Work Force Adjustment; and

4. 2. 5. 2. indicate your type of residence by selecting the appropriate value in the drop-down menu.

NOTE: The button "Modify type of residence" will be shaded in grey and will not be accessible for twenty-four hours once you select a value. Updating this field twice in the same day is not permitted in the system.

4. 2. 6. Use the HRMIS/HR Online Self Service to update your non-official language skills. Self-assess your abilities using the drop-down menus provided.

4. 2. 7. Also use HRMIS/HR Online Self Service to update your:

4. 2. 7. 1. list of skills;

4. 2. 7. 2. self-identification;

4. 2. 7. 3. e-mail address;

4. 2. 7. 4. emergency contacts;

4. 2. 7. 5. home and mailing address; and

4. 2. 7. 6. telephone number.

5. Advertising Process

5. 1. General

5. 1. 1. Advertising must be used for staffing positions below the commissioned rank/senior management level when:

5. 1. 1. 1. a position cannot be identified by rank/level against a job code in Job Code Summaries and Job Requirements;

5. 1. 1. 2. the job requirements have not been included in a job code, and the competency profile has not been included in, or linked from, a job code in Job Code Summaries and Job Requirements for at least 90 days;

5. 1. 1. 3. the staffing location code has not been included in Report RRPLC001 for at least 90 days;

5. 1. 1. 4. the HRMIS system fails to surface any qualified, interested candidates; or

5. 1. 1. 5. the position is to be filled by way of promotion.

EXCEPTION: When placing a member referred to in CMM ch. 3., Transfer and Deployment, sec. 1.1.10.

5. 1. 2. When advertising under sec. 5.1.1.1., 5.1.1.2., or 5.1.1.3. is not required, an advertisement may solicit member interest for promotional consideration only.

5. 1. 3. The only members considered for promotional opportunities are those who respond to an advertisement.

5. 1. 4. Unless circumstances justify otherwise, no job opportunity advertisements will be posted for less than 14 days.

5. 1. 5. "Learn" competencies are expected to be developed by the member after starting and are not assessed at the time of staffing.

5. 2. DMHR/Delegate

5. 2. 1. If a manager asks for guidance to complete a Form 2285, Request for Staffing a Member Position, first establish that he/she has read the instructions associated to the form. See App. 5-1, Instructions for the Completion of Form 2285, CMM App. 12-1, and CMM App. 12-2.

5. 2. 2. To advertise a position, see sec. 6., Guidelines to Advertise Positions.

5. 2. 3. If the position is in relation to a Special Program or a Bona Fide Occupational Requirement (BFOR), ensure that it is identified under sec. 15.(1)(a) or 16.(1), of the *Canadian Human Rights Act*. The advertisement must include the rationale for the Special Program or the BFOR designation. See AM ch. II.2., Employment Equity, sec. G., Special Programs/Bona Fide Occupational Requirement.

5. 2. 4. When a decentralized position must be advertised nationally, inform your directives coordinator and send him/her the approved advertisement, in a bilingual format.

6. Guidelines to Advertise Positions

6. 1. The advertisement of a job opportunity will normally include the following information:

6. 1. 1. staffing action number;

6. 1. 1. 1. Where appropriate, include the following notation:

NOTE: This position is being re-advertised. Indicate the reason and initial bulletin/advertisement number.

6. 1. 2. job requisition number;

6. 1. 2. 1. Show the HRMIS Job Requisition Number (not required for CM positions).

6. 1. 3. position title;

6. 1. 3. 1. Show the position title taken from the job code. If the position is an FTEEC, show the position title from Form 2285.

6. 1. 4. position number and Rank/Level;

6. 1. 4. 1. Show the HRMIS Position number, if applicable, followed by the rank/level in brackets.

6. 1. 5. position locations;

6. 1. 5. 1. Indicate the location by the city and province, division/directorate, branch/district, detachment/section, and applicable staffing location code. See Report RRPLC001.

NOTE: You may advertise multiple locations. If a pre-selection list is to be generated for positions and locations that cannot be readily identified, the advertisement will inform candidates about the anticipated locations.

6. 1. 6. open to;

6. 1. 6. 1. For CM positions, include the following:

6. 1. 6. 1. 1. Open to: all CMs who are eligible and interested. RMs and PSEs employed by the RCMP may also submit an application package. Applicants who meet the above criteria will be considered in the following order:

6. 1. 6. 1. 1. 1. First consideration: CMs.

6. 1. 6. 1. 1. 2. Second consideration: RMs and PSEs employed by the RCMP.

6. 1. 6. 1. 2. If selected, the successful candidate must convert to CM status.

6. 1. 6. 1. 3. Any applicants who do not meet the criteria listed above will be screened out.

6. 1. 6. 2. For all other categories of employees, describe the pool of members solicited.

6. 1. 7. security requirements;

6. 1. 7. 1. Indicate the security level that applies, or may apply, when the level is above secret.

6. 1. 8. language requirements;

6. 1. 8. 1. Indicate the language requirements for the position.

6. 1. 8. 2. For bilingual PRI I CM positions, include the following:

6. 1. 8. 2. 1. A member will not be considered unless his/her last Second Language Evaluation (SLE) is current and valid as of the closing date of this advertisement, and remains valid until the member is selected. The onus is on the candidate to keep his/her SLE results up-to-date.

6. 1. 9. medical profile;

6. 1. 9. 1. Indicate the medical profile associated with the job code.

6. 1. 10. job code details;

6. 1. 10. 1. Job Summary:

6. 1. 10. 1. 1. Show the job summary taken from the job code.

6. 1. 10. 2. Job Requirements:

6. 1. 10. 2. 1. education;

6. 1. 10. 2. 2. training;

6. 1. 10. 2. 3. licences/certifications;

6. 1. 10. 2. 4. special requirements/abilities; and

6. 1. 10. 2. 5. experience (for CM positions only).

6. 1. 10. 3. Competency Profile:

6. 1. 10. 3. 1. Show the competencies required for this advertisement.

NOTES:

1. Instructions for formatting job requirements and competency profiles are outlined in App. 5-1 and CMM App. 12-1.

2. If applicable, indicate the knowledge, skills, or abilities that will be given priority by the selecting Line Officer/delegate.

6. 1. 11. other administrative information;

6. 1. 11. 1. The final date applications will be accepted.

6. 1. 11. 2. The method by which members should submit their candidacy.

6. 1. 11. 3. The method which will be used to confirm receipt of an application.

6. 1. 11. 4. The method which will be used to inform applicants of the results of the staffing action.

6. 1. 11. 5. The advertisement must tell members if a structured interview is to be held, if known in advance.

6. 1. 11. 6. If applicable, indicate the validity period for a pre-selection list for RMs, or an eligibility list for CMs.

References

Date Modified: 2018-06-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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CMM - App. 5-1 Instructions for the Completion of Form 2285

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Directive Amended: 2018-06-29

Part A - Position Information

1. Indicate the position and location.

1. 1. If a pre-selection list is to be generated for positions and/or locations that cannot be readily identified, provide a rationale in Part G. For these cases, do not complete the portions related to specific position information, e.g. security, language, or certain position specific details (that information will be required when managers identify positions, using another Form 2285, that are to be staffed using the pre-selection list). Indicate "various" in place of the position number. Anticipated locations must be listed.

2. See Job Code Summaries and Job Requirements for job code details. Indicate the job code number. Review job code details and discuss any concerns with your Career Manager.

3. Determine if the job code is presented in Job Code Summaries and Job Requirements under the new or old format (see sec. 3.1. and 3.2.), and indicate the format.

3. 1. The old format does not contain the competency profile details. If there is a reference to competency profiles, it will be in the form of a hyperlink found next to the title "Job Requirements". If this format applies, for job requirements and competency profiles you will use instructions found in sec. 2., Old Format, under Parts D and E below.

3. 2. The new format contains the actual competency profile within the body of the job code details. If this format applies, for job requirements and competency profiles you will use instructions found in sec. 1., New Format, under Parts D and E below.

Part B - Security Requirements

1. See SM Part 1 and Form 2338. Indicate the date of last review.

Part C - Language Requirements

1. **Language Requirements:** This part identifies the official language required to perform the duties of the position.

NOTE: This field is mandatory for all positions.

1. 1. Enter the effective date of the language requirements. This is the date when the manager reviews the language requirements with Official Languages for this staffing request.

1. 2. Select from the list:

1. 2. 1. Bilingual (If the position is bilingual a linguistic profile must be entered),

1. 2. 2. English Essential,

1. 2. 3. French Essential, or

1. 2. 4. English or French Essential.

2. **Bilingual Positions:** This field is mandatory for all bilingual positions.

2. 1. Select the priority from the list:

2. 1. 1. **Priority I:** Means the language requirements of a bilingual position must be completely satisfied at the time of appointment.

2. 1. 1. 1. If selecting a Priority I staffing action, provide one of the following reasons from the list to justify imperative staffing:

2. 1. 1. 1. 1. Special Skills,

2. 1. 1. 1. 2. Significant Operational Impact,

2. 1. 1. 1. 3. Indispensable Bilingual Position, or

2. 1. 1. 1. 4. Specified Period Appointment.

2. 1. 2. **Priority IS:** Means that the position is bilingual, but the candidate is exempted from meeting the linguistic profile at the appointment date. The linguistic profile requires a "C" Level in one or more ability. The candidate must have valid SLE results at the BBB Level at time of application and have the capability to attain the "C" Level through language training within one year from the date of appointment.

2. 1. 3. **Priority II:** Means that the position is bilingual, but the candidate is exempted from meeting the linguistic profile at the appointment date. The appointed candidate must learn the second language to achieve the linguistic profile of the position through language training within two years from the date of appointment.

3. **Linguistic Profile:** This field is mandatory for all bilingual positions. It identifies the required level of proficiency in reading, writing, and oral interaction, for each of the official languages used (Proficiency level, e.g. BBB [English]/BBB [French]).

4. **Communication Requirements:** This field is mandatory for all positions to reflect the positions duties and functions.

4. 1. For each of these communication categories, Service to Public, Personal Services, Central Services, Supervision, Grievance, and Other, enter one of the following communication code numbers:

4. 1. 1. Code 0 - Not required,

4. 1. 2. Code 1 - Both English and French,

4. 1. 3. Code 2 - English Only,

4. 1. 4. Code 3 - French Only, or

4. 1. 5. Code 4 - English or French.

5. **Additional Information:** To complete the language requirements section, see AM ch. II.6.

Parts D and E - Job Requirements and Competency Profile

1. New Format

1. 1. Review the job requirements and functional competencies shown in the job code details and determine the following:

1. 1. 1. If the job requirements and competency profile, excluding the organizational competencies (see sec. 1.1.1.3. NOTE), will meet your needs, indicate this in Parts D and E.

1. 1. 1. 1. Functional competencies that are indicated as "learn" will not be used during the selection process.

1. 1. 1. 2. To indicate the prioritization of certain desirable qualities, see sec. 1. NOTE in the instructions for Part H.

1. 1. 1. 3. Certain competencies need to have the specific context or environment identified to ensure they are appropriate for the position. In Part E, any approved competencies listed in the drop-down menu of contextual competencies are to be identified by the applicable environment. Choose the appropriate environment from the associated list. For more information, see CMM App. 12-2.

NOTE: Organizational competencies are assessed by the Job Simulation Exercise (JSE). They will not normally be assessed again during the promotional process unless it is deemed critical at the time of staffing. See sec. 1.1.2. EXCEPTION.

1. 1. 2. If additional job requirements are necessary, indicate them in Part D. If an addition to the functional competency that is reflective of the communities we serve is deemed critical at the time of staffing (see sec. 1.1.2. EXCEPTION), indicate it in Part E. Follow the guidelines in step sec. 2.2. to format the additional requirements, and/or the steps in CMM App. 12-1 and 12-2 to format the additional competency. List the additions in Part F with a supporting rationale for each in Part G.

EXCEPTION: If an organizational competency from an existing profile or an additional functional competency that is reflective of the communities we serve is deemed to be critical at the time of staffing, it must be identified by the processes described in ch. 5., sec. 3.2., and listed as an exception with supporting rationale. With respect to organizational competencies, this exception would occur when the line officer requires confirmation that the member possesses the required proficiency level, as this level of detail can not be determined from a JSE score, such as with "Communication". An additional functional competency that is reflective of the communities we serve and may be deemed critical for the specific position is "Knowledge of Community and Cultural Issues".

1. 2. When sec. 1.1. is complete, skip sec. 2., Old Format and continue to Part H.

2. Old Format

2. 1. Determine functional competencies, using one of the following methods:

2. 1. 1. Click on the link to go to the competency profile. If there is no link, go to sec. 2.1.3. The functional competencies are one portion of the competency profile and are clearly indicated by their title.

2. 1. 1. 1. Functional competencies that are indicated as "learn" will not be used during the selection process.

2. 1. 1. 2. To indicate the prioritization of certain desirable qualities, see sec. 1. NOTE in the instructions for Part H.

2. 1. 1. 3. When more than one competency profile is linked, compare them against the position to confirm which one applies. Indicate this in Part E, and document your selection and rationale in Part G.

2. 1. 1. 4. Review the approved functional competencies, and make appropriate notation in Part E.

2. 1. 1. 5. Certain competencies need to have the specific context or environment identified to ensure they are appropriate for the position. In Part E, any approved competencies listed in the drop-down menu of contextual competencies are to be identified by the applicable environment. Choose the appropriate environment from the associated list. For more information, see CMM App. 12-2.

2. 1. 2. If an additional functional competency that is reflective of the communities we serve is deemed critical at the time of staffing, indicate this in Part E. Follow the guidelines in CMM App. 12-1 and 12-2 to format the additional functional competency and list the addition in Part F with a supporting rationale in Part G.

2. 1. 3. For RMs, where there is no link to a competency profile, check the appropriate box in Part E and create functional competencies using the steps outlined in CMM App. 12-1 and 12-2. In Part F, list the key functional competencies, including minimum levels, from the list provided in the Competency Dictionary. There should normally be four to six key functional competencies for the job description. Indicate supporting rationale for each in Part G. If you need additional assistance, contact your Career Manager.

NOTE: Organizational competencies are assessed by the JSE. They will not normally be assessed again during the promotional process unless it is deemed critical at the time of staffing. If an organizational competency is deemed to be critical at the time of staffing, it must be identified by the process described in ch. 5., sec. 3.2., and listed as an exception in Part F with supporting rationale. This exception would occur when the line officer requires confirmation that the member possess the required proficiency level as this level of detail can not be determined from a JSE score, such as with "Communication".

2. 1. 4. For CMs, where there is no link to a competency profile, check the appropriate box in Part E and create organizational and functional competencies using the steps outlined in CMM App. 12-1 and 12-2. In Part F, list the key competencies, including minimum levels, from the list provided in the Competency Dictionary. There should normally be four to six key functional competencies for the job description and at least one competency from each of the four

organizational competency groups. Indicate supporting rationale for each in Part G. If you need additional assistance, contact your Career Manager.

2. 2. To determine the job requirements to be used with the functional competencies consider:

2. 2. 1. The experience component of the old format is suspended from use, and is replaced by the functional competencies determined under sec. 2., Old Format.

2. 2. 2. Other than an experience component, job requirements shown in the old format, are deemed appropriate for use with the functional competencies.

2. 2. 2. 1. Job requirements that are redundant when compared against the functional competencies should be omitted, with supporting rationale.

2. 2. 2. 2. Job requirements included in the organizational competency portion of the profile may be omitted if the organizational competency is identified by the process described in ch. 5., sec. 3.2., and listed as an exception in Part G with supporting rationale.

2. 2. 2. 3. Existing job requirements that are not omitted as redundant with the functional competencies, or are not changed to an organizational competency, are to be maintained as job requirements for staffing purposes.

2. 2. 3. When creating job requirements, include only the requirements necessary to do the job.

2. 3. The following table illustrates the points at which a 2285 Committee is needed to approve job code details under certain scenarios.

Scenarios	Job Requirements	Competency Profile
Job Code details meet needs. No additions required. Contextual Competencies (if applicable) are easily identified.	Use details as provided. No committee required.	Use details as provided. No committee required.
Job Code Details are acceptable. Additions are requested. Contextual Competencies (if applicable) are easily identified.	Use details. Additions must be approved by committee.	Use details. Additions must be approved by committee.
Job Code Details meet needs. Certain job requirements are determined to be redundant when compared against the functional competencies. Contextual Competencies (if applicable) are easily identified.	Use those that are not redundant. Omit those that are redundant and provide a clear rationale in Part G. No committee required.	Use details provided. No committee required.
Job Code Details meet needs. Certain job requirements are determined to be redundant	Use those that are not redundant. Omit those that are redundant. The use of	Use the organizational competencies that are deemed

when compared against the organizational competencies. The manager deems the organizational competency as critical. Contextual Competencies (if applicable) are easily identified.	the organizational competency must be approved by committee.	critical. Must be approved by committee.
Job Code Details meet needs. Certain job requirements are determined to be redundant when compared against the organizational competencies. The manager opts to leave them as job requirements. Contextual Competencies (if applicable) are easily identified.	Use details as provided. No committee required.	The organizational competencies are not used. No committee required.
No details displayed in CMM. Must be created by manager. Contextual Competencies (if applicable) are easily identified.	Committee required.	Committee required.
Contextual Competencies are not easily identifiable from the context list provided.	n/a	Following instructions in CMM App. 12-2, indicate the contextual competency in Part F, leave the context blank, and provide a rationale for the required context or environment in Part G. Committee required.

3. Job Requirement Criteria for Use with the Functional Competencies

3. 1. Group job requirements into the following categories:

3. 1. 1. Education,

3. 1. 2. Training,

3. 1. 3. Licences/Certifications,

3. 1. 4. Special Requirements/Abilities, and

3. 1. 5. Experience (CM staffing process only).

3. 2. Use the following criteria to identify the job requirements for use with the functional competencies:

3. 2. 1. Educational Requirements:

3. 2. 1. 1. Education means a background in academic, vocational, or technical studies recognized through the granting of a degree or diploma by a recognized post-secondary educational institution.

EXAMPLES:

1. RCMP minimum at time of engagement.

2. Bachelor's degree in social or behavioural sciences.

3. A diploma from a recognized institution in electronic engineering technology.

4. Graduation from a law school recognized by a provincial Law Society, e.g. LLB, BCL, LLL (Quebec).

3. 2. 1. 2. Review the education level stated in the job requirements of the job code. There will normally be no change to this requirement, and it should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 2. Training Requirements (if applicable):

3. 2. 2. 1. Training is normally gained through an understudy program, in-service training courses, or through other courses of study. Indicate the course title, with the course number in brackets where applicable, e.g. VIP Security Course (BL6502).

3. 2. 2. 2. Review any training requirements that may be listed under this or a similar title (note that this may be related to sec. 3.2.3.). There will normally be no change to these requirements, and they should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 3. Licences/Certifications (if applicable):

3. 2. 3. 1. List licence, certificate, or certification a member must have to perform the duties and responsibilities of a position.

3. 2. 3. 2. Review any requirements for licences or certifications that may be listed under this or a similar title. There will normally be no change to these requirements, and they should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 4. Special Requirements/Abilities (if applicable):

3. 2. 4. 1. These are additional to the education, training, and licence/certification requirements of a position.

EXAMPLES:

1. Candidates must be prepared to travel frequently across Canada.

2. Minimum score of 225 on the firearms qualification course of fire.

3. 2. 4. 2. The criteria that appear in Job Code Summaries and Job Requirements may overlap with some of the functional or organizational competencies. Use the following steps to rectify the overlap, and to prepare the Special Requirements/Abilities for use:

3. 2. 4. 2. 1. Review the Special Requirements/Abilities criteria from Job Code Summaries and Job Requirements against the functional competencies.

3. 2. 4. 2. 2. If any of the Special Requirements/Abilities are already covered by the functional competencies, that Special Requirement/Ability may be omitted with supporting rationale. Document the decision to omit any redundant requirements in Part G.

3. 2. 4. 2. 3. Review the remaining Special Requirements/Abilities criteria against the organizational competencies.

3. 2. 4. 2. 4. If any of the Special Requirements/Abilities are clearly determined to be included in the organizational competencies, determine if they are deemed critical as a competency or if they will be used as job requirements.

3. 2. 4. 2. 5. If the organizational competency is to be used, omit the redundant Special Requirement/Ability and identify the appropriate organizational competency in Part F, listing these actions as an exception in Part G with supporting rationale.

3. 2. 4. 2. 6. If the job requirement is to be used rather than the organizational competency, do not include the organizational competency. Retain the job requirement as it is. Document the decision in Part G.

3. 2. 4. 2. 7. Remaining Special Requirements/Abilities should be carried over for use.

3. 2. 5. Experience (CM staffing processes only):

3. 2. 5. 1. Actual participation in activities related to the duties and responsibilities of a position and must be:

3. 2. 5. 1. 1. relevant to the position,

3. 2. 5. 1. 2. described accurately and in sufficient detail, and

3. 2. 5. 1. 3. assessable for selection purposes.

EXAMPLE:

1. The experience required could be described as several years of supervisory experience, either as a Team Leader or as a Manager/IC.

3. 2. 5. 2. To identify your requirements, review the definitions outlined in ch. 5., sec. 3.1.

4. Completion

4. 1. When job requirements for use with the functional competencies have been identified as outlined in sec. 3.2., make the appropriate notation in Part D, and continue to Part H.

Part F - Other Job Requirements/Competencies

1. Provide details of job requirements and/or competencies that are to be used or added according to the instructions above.

Part G - Rationale

1. This space is used to provide rationale as required in the instructions above.

Part H - Authorization

1. Signature blocks are provided for the identification and signatures of the Manager, Line Officer/delegate, and the Official Languages Coordinator. It is the responsibility of the Line Officer/delegate to ensure the Official Languages Coordinator has reviewed and signed the document before submission to the CDRA. Fax submissions are acceptable, but must be followed up with the submission of the original copy. When a pre-selection list is to be generated for positions that are not readily identified, and there is no submission for position-specific information in Part C, it is not necessary to seek a signature from the Official Languages Coordinator.

NOTE: When a Line Officer/delegate wishes to identify specific knowledge, skills, or abilities by assigning a priority to them, those wishes will be completed as an attachment to Form 2285 rather than on the form. Those indications of desirable qualities will not be reviewed by the 2285 Committee, and candidates are not required to meet them.

Part I - 2285 Committee

1. Signature blocks are provided for the identification and signatures of the participants in the 2285 Committee.

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Date Modified: 2018-06-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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CMM App. 5-2 - Locations in the RCMP

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Appendix Amended: 2021-02-26

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

A400 OTTAWA

B

B400 B DIVISION [1]
B404 HAPPY VALLEY/GOOSE BAY
B405 RIGOLET
B406 CARTWRIGHT
B407 HOPEDALE
B408 MARY'S HARBOUR
B409 FORTEAU
B410 NAIN
B411 MAKKOVIK
B412 NATUASHISH
B501 ST. ANTHONY
B502 FLOWER'S COVE
B503 ROCKY HARBOUR
B504 DEER LAKE
B505 CORNER BROOK
B507 STEPHENVILLE
B509 CHANNEL/PORT-AUX-BASQUES
B510 BURGEO
B511 RODDICKTON
B512 PORT SAUNDERS
B513 BAIE VERTE

B514 SHESHATSHUI
B602 SPRINGDALE
B603 BUCHANS
B604 BAY D'ESPOIR
B605 HARBOUR BRETON
B606 GRAND FALLS - WINDSOR
B608 TWILLINGATE
B609 FOGO
B611 NEW-WES-VALLEY
B612 GANDER
B613 GLOVERTOWN
B614 CLARENVILLE
B615 BONAVISTA
B616 BURIN
B617 GRAND BANK
B618 ST. LAWRENCE
B619 LEWISPORTE
B620 CARMANVILLE
B621 MARYSTOWN
B701 PLACENTIA
B702 WHITBOURNE
B703 BAY ROBERTS
B704 HOLYROOD
B705 ST. JOHN'S
B706 BELL ISLAND
B707 FERRYLAND
B708 HARBOUR GRACE
B709 TREPASSEY

C

C400 C DIVISION [(1)]
C405 DORVAL
C420 MONTRÉAL
C530 SHERBROOKE
C545 ST-JEAN
C575 VALLEYFIELD
C605 QUÉBEC
C625 GASPÉ
C640 RIMOUSKI

C655 SEPT-ÎLES
C660 ST-GEORGES-DE-BEAUCE

D

D400 D DIVISION [(1)]
D501 BRANDON
D502 WAYWAYSEECAPPO
D504 BOISSEVAIN
D505 CARBERRY
D506 CRYSTAL CITY
D507 DELORAINE
D508 ELPHINSTONE
D509 GLADSTONE
D510 HAMIOTA
D511 KILLARNEY
D512 MELITA
D513 MINNEDOSA
D514 NEEPAWA
D515 RESTON
D516 ROSSBURN
D517 SHOAL LAKE
D518 SOURIS
D519 TREHERNE
D520 VIRDEN
D521 WASAGAMING
D522 PEGUIS
D523 NISICHAWAYSIHK
D601 DAUPHIN
D604 AMARANTH
D605 ETHELBERT
D606 GRANDVIEW
D607 MCCREARY
D608 ROBLIN
D609 RUSSELL
D610 STE. ROSE DU LAC
D611 SWAN RIVER
D612 WINNIPEGOSIS
D613 CHEMAWAWIN
D701 THOMPSON

D704 CHURCHILL
D705 CRANBERRY PORTAGE
D706 CROSS LAKE
D707 FLIN FLON
D708 GILLAM
D709 GODS LAKE
D710 GRAND RAPIDS
D711 LEAF RAPIDS
D712 ISLAND LAKE
D713 LYNN LAKE
D714 NORWAY HOUSE
D715 SNOW LAKE
D717 THE PAS
D718 WABOWDEN
D719 SHAMATTAWA
D720 PUKATAWAGAN
D721 OXFORD HOUSE
D722 MOOSE LAKE
D801 WINNIPEG
D804 ALTONA
D805 ARBORG
D806 ASHERN
D807 BEAUSEJOUR
D808 CARMAN
D809 EMERSON
D810 FALCON BEACH
D811 FISHER BRANCH
D812 GIMLI
D814 GRAND MARAIS
D815 GYPSUMVILLE
D816 HEADINGLEY
D817 LAC DU BONNET
D818 LUNDAR
D819 MANITOU
D820 MORDEN
D821 MORRIS
D822 OAKBANK
D823 PINAWA
D824 PORTAGE LA PRAIRIE

D826 POWERVIEW
D827 SELKIRK
D829 SPRAGUE
D830 STEINBACH
D831 STONEWALL
D832 ST-PIERRE-JOLYS
D833 TEULON
D834 WHITEMOUTH
D835 LITTLE GRAND RAPIDS
D876 EAST ST. PAUL
D878 BLOODVEIN
D879 POPLAR RIVER
D883 SOUTH INDIAN LAKE

E

E400 E DIVISION [(1)]
E103 COMOX
E403 VICTORIA
E404 NANAIMO
E405 WEST SHORE
E406 NORTH COWICHAN/DUNCAN
E407 SIDNEY
E408 CHEMAINUS
E409 LADYSMITH
E410 LAKE COWICHAN
E411 SHAWNIGAN LAKE
E412 SOOKE
E413 SALTSPRING ISLAND
E414 GABRIOLA
E415 OUTER GULF ISLAND
E451 CAMPBELL RIVER
E452 PORT ALBERNI
E453 COMOX VALLEY
E454 POWELL RIVER
E455 OCEANSIDE
E456 PORT HARDY
E457 PORT MCNEILL
E458 ALERT BAY
E459 NOOTKA

E460 PORT ALICE
E461 SAYWARD
E462 TAHSIS
E463 TOFINO
E464 UCLUELET
E465 QUADRA ISLAND
E467 AHOUSAT
E468 TEXADA ISLAND
E501 PRINCE RUPERT
E502 SMITHERS
E503 KITIMAT
E504 TERRACE
E505 NEW HAZELTON
E506 HOUSTON
E507 MASSET
E508 BELLA BELLA
E509 BELLA COOLA
E511 QUEEN CHARLOTTE
E512 STEWART
E513 ATLIN
E515 DEASE LAKE
E516 GRANISLE
E517 L.I.S.I.M.S./NASS VALLEY
E551 PRINCE GEORGE
E552 QUESNEL
E553 FORT ST. JOHN
E554 DAWSON CREEK
E555 FORT NELSON
E556 BURNS LAKE
E557 MACKENZIE
E558 VANDERHOOF
E559 CHETWYND
E560 FORT ST. JAMES
E561 FRASER LAKE
E562 MCBRIDE
E563 HUDSON HOPE
E564 WELLS
E565 TUMBLER RIDGE
E566 PORT SIMPSON

E567 TELEGRAPH CREEK
E568 TSAY KEH
E570 TAKLA
E601 KELOWNA
E602 VERNON
E603 PENTICTON
E604 REVELSTOKE
E605 SALMON ARM
E606 PRINCETON
E607 ARMSTRONG
E608 ENDERBY
E609 OLIVER
E610 OSOYOOS
E611 SICAMOUS
E612 SUMMERLAND
E613 LUMBY
E614 KEREMEOS
E615 FALKLAND
E651 KAMLOOPS
E652 WILLIAMS LAKE
E653 CHASE
E654 100 MILE HOUSE
E655 MERRITT
E656 CLEARWATER
E657 ASHCROFT
E658 LILLOOET
E659 LYTTON
E660 VALEMOUNT
E661 ALEXIS CREEK
E662 ANAHIM LAKE
E664 LOGAN LAKE
E666 CLINTON
E667 BARRIÈRE
E701 CRANBROOK
E702 CASTLEGAR
E703 TRAIL
E704 CRESTON
E705 FERNIE
E706 GOLDEN

E707 KIMBERLEY
E708 NELSON
E709 FRUITVALE
E710 GRAND FORKS
E711 INVERMERE
E712 SPARWOOD
E713 FIELD
E714 KASLO
E715 NAKUSP
E716 SLOCAN LAKE
E717 SALMO
E719 MIDWAY
E721 ROSSLAND
E722 ELKFORD
E801 BURNABY
E802 SURREY
E803 NORTH VANCOUVER
E804 COQUITLAM
E805 RICHMOND
E806 BOWEN ISLAND
E855 VANCOUVER
E860 RIDGE MEADOWS
E865 WHITE ROCK
E870 UNIVERSITY
E875 SECHELT
E880 GIBSONS LANDING
E885 PEMBERTON
E890 WHISTLER RESORT
E895 LANGLEY
E900 SQUAMISH
E905 SURREY/DEAS ISLAND
E910 PORT MANN
E951 CHILLIWACK
E952 MISSION
E954 AGASSIZ
E955 HOPE
E956 BOSTON BAR
E957 PACIFIC REGION TRAINING CENTRE
E958 DELTA

E959 ALDERGROVE CPO
E960 GREEN TIMBERS HQ

F

F400 F DIVISION [(1)]
F402 BATTLEFORD
F403 CUT KNIFE
F404 HAFFORD
F405 LLOYDMINSTER
F406 MAIDSTONE
F407 RADISSON
F408 UNITY
F409 WILKIE
F410 GLASLYN
F411 GOODSOIL
F412 GREEN LAKE
F413 LOON LAKE
F414 MEADOW LAKE
F415 ONION LAKE
F416 PIERCELAND
F417 SPIRITWOOD
F418 ST. WALBURG
F419 TURTLEFORD
F420 BALGONIE
F451 PRINCE ALBERT
F452 BIG RIVER
F453 BUFFALO NARROWS
F454 CREIGHTON
F455 CUMBERLAND HOUSE
F456 ÎLE-À-LA-CROSSE
F457 LA LOCHE
F458 LA RONGE
F459 PELICAN NARROWS
F460 SHELLBROOK
F461 STONY RAPIDS
F463 WASKESIU
F465 CARROT RIVER
F467 MELFORT
F468 NAICAM

F469 NIPAWIN
F471 SMEATON
F472 TISDALE
F473 WAKAW
F474 BEAUVAL
F475 PINEHOUSE
F476 SOUTHEND
F477 FOND-DU-LAC
F478 SANDY BAY
F479 WOLLASTON LAKE
F501 REGINA
F502 BALCARRES
F505 FORT QU'APPELLE
F506 INDIAN HEAD
F507 KIPLING
F508 LUMSDEN
F509 MONTMARTRE
F510 MOOSE JAW
F512 SOUTHEY
F513 STRASBOURG
F514 AVONLEA
F515 BENGOUGH
F516 CARLYLE
F517 CARNDUFF
F518 ESTEVAN
F519 FILLMORE
F520 MILESTONE
F521 RADVILLE
F523 WEYBURN
F551 SASKATOON
F552 BIGGAR
F553 ELBOW
F554 KINDERSLEY
F555 OUTLOOK
F556 ROSETOWN
F557 COLONSAY
F558 HANLEY
F559 HUMBOLDT
F561 LANIGAN

F562 VONDA
F563 WATROUS
F564 ROSTHERN
F565 BLAINE LAKE
F566 KERROBERT
F567 CRAIK
F568 MARTENSVILLE
F569 WARMAN
F570 SWIFT CURRENT CITY
F601 SWIFT CURRENT
F602 ASSINIBOIA
F603 CORONACH
F604 GRAVELBOURG
F606 MORSE
F607 MOSSBANK
F608 PONTEIX
F613 EASTEND
F614 GULL LAKE
F616 KYLE
F617 LEADER
F618 MAPLE CREEK
F619 SHAUNAVON
F620 ESTON
F651 YORKTON
F652 ESTERHAZY
F653 FOAM LAKE
F654 ITUNA
F655 LANGENBURG
F656 MELVILLE
F657 PUNNICHY
F658 CANORA
F659 KAMSACK
F660 KELVINGTON
F662 ROSE VALLEY
F663 STURGIS
F664 WADENA
F665 WYNYARD
F666 BROADVIEW
F667 HUDSON BAY

F668 MOOSOMIN
F669 PORCUPINE PLAIN
F670 YORKTON MUNICIPAL
F671 DESCHAMBAULT
F672 WHITE BUTTE
F684 SHELL LAKE
F685 BLACK LAKE

G

G400 G DIVISION [(1)]
G101 SACHS HARBOUR
G102 PAULATUK
G501 AKLAVIK
G504 FORT MCPHERSON
G505 DELINE
G506 FORT GOOD HOPE
G507 INUVIK
G508 TULITA
G511 TUKTOYAKTUK
G512 NORMAN WELLS
G603 YELLOWKNIFE
G609 RAE
G701 FORT SMITH
G702 HAY RIVER
G703 FORT LIARD
G704 FORT PROVIDENCE
G705 FORT RESOLUTION
G706 FORT SIMPSON
G707 LUTSELK'E
G708 HOLMAN ISLAND
G709 WHA T'I
G710 GAMETI
G711 WRIGLEY

H

H400 H DIVISION [(1)]
H402 HALIFAX
H403 BRIDGEWATER
H404 CHESTER

H405 KINGSTON
H406 LUNENBURG
H407 NEW MINAS
H408 SHEET HARBOUR
H409 WINDSOR
H410 LOWER SACKVILLE
H411 COLE HARBOUR
H412 MUSQUODOBOIT HARBOUR
H413 TANTALLON
H414 MOSER RIVER
H415 NEW ROSS
H416 BERWICK
H417 WOLFVILLE
H418 RIVER JOHN
H419 ADVOCATE HARBOUR
H420 MIDDLE MUSQUODOBOIT
H422 WAYCOBAH
H423 ESKASONI
H424 MIDDLETON
H501 TRURO
H502 AMHERST
H503 ANTIGONISH
H504 CANSO
H505 GUYSBOROUGH
H506 OXFORD
H507 PARRSBORO
H508 PICTOU
H509 PUGWASH
H510 SHERBROOKE
H511 STELLARTON
H512 STEWIACKE
H513 TATAMAGOUCHE
H514 BIBLE HILL
H515 ENFIELD
H516 MILL BROOK
H517 INDIAN BROOK
H601 SYDNEY
H602 ARICHAT
H603 BADDECK

H604 CHÉTICAMP
H605 RESERVE MINES
H606 INGONISH
H607 INVERNESS
H608 PORT HAWKESBURY
H609 ST. PETER'S
H610 NORTH SYDNEY
H611 DINGWALL
H612 MONASTERY
H701 YARMOUTH
H702 BARRINGTON
H703 BRIDGETOWN
H704 DIGBY
H705 LIVERPOOL
H706 METEGHAN
H707 SHELBURNE
H708 CALEDONIA
H709 PUBNICO
H710 KENTVILLE
H711 CHAPEL ISLAND DET FN
H712 EASTERN PASSAGE CO
H713 BEAVERBANK
H714 LAKESIDE
H715 SHAD BAY
H716 LAKE ECHO
H717 WAGMATCOOK
H718 FALL RIVER
H719 UPPER RAWDON
H720 SPRINGHILL

J

J400 J DIVISION [(1)]
J402 MINTO
J403 CHIPMAN
J404 DOAKTOWN
J407 FREDERICTON
J408 SAINT JOHN
J409 GRAND MANAN/GRAND HARBOUR
J410 MCADAM

J411 OROMOCTO
J412 ST. ANDREWS
J413 ST. GEORGE
J414 ST. STEPHEN
J415 CAMPOBELLO ISLAND
J416 FLORENCEVILLE
J417 GRAND BAY/WESTFIELD
J418 WOODSTOCK
J419 PERTH-ANDOVER
J420 PLASTER ROCK
J427 CODIAC
J428 ELSIPOGTOG/BIG COVEFN
J430 NEW MARYLAND
J431 MEMRAMCOOK
J432 LAMÈQUE
J433 RIVIÈRE-VERTE
J434 CLAIR
J435 TOBIQUE
J501 BLACKVILLE
J502 SUNNY CORNER
J601 BOUCTOUCHE
J602 CAP-PELÉ
J603 HILLSBOROUGH
J604 PETITCODIAC
J605 PORT ELGIN
J606 RICHIBUCTO
J607 RIVERVIEW
J608 ROGERSVILLE
J609 SACKVILLE
J610 SHEDIAC
J611 SUSSEX
J612 MONCTON
J614 BAIE SAINTE-ANNE
J615 HAMPTON
J622 NACKAWIC
J624 IRISHTOWN
J700 GRAND FALLS/GRAND-SAULT
J701 BATHURST
J702 CAMPBELLTON

J703 CARAQUET
J704 BELLEDUNE
J705 NEGUAC
J707 SHIPPAGAN/LAMEQUE
J708 TRACADIE-SHEILA
J710 ST. QUENTIN
J712 ST. LEONARD
J716 DALHOUSIE
J717 KESWICK
J718 MIRAMICHI
J719 SALISBURY
J720 DIEPPE

K

K400 K DIVISION [(1)]
K405 EDMONTON
K410 SHERWOOD PARK
K415 BEAUMONT
K425 ENOCH
K452 AIRDRIE
K454 BANFF
K456 BASSANO
K458 BEISEKER
K460 BROOKS
K462 CANMORE
K464 CALGARY
K466 COCHRANE
K468 DRUMHELLER
K470 GLEICHEN
K472 HANNA
K474 HIGH RIVER
K475 KANANASKIS
K476 LAKE LOUISE
K478 OKOTOKS
K480 OYEN
K482 STRATHMORE
K483 CHESTERMERE
K484 TURNER VALLEY
K485 PIIKANI NATION

K502 EDSON
K504 EVANSBURG
K506 GRANDE CACHE
K508 HINTON
K510 JASPER
K512 MAYERTHORPE
K514 WHITECOURT
K552 FORT CHIPEWYAN
K554 FORT MCMURRAY
K602 BOW ISLAND/FOREMOST
K604 CARDSTON
K606 CLARESHOLM
K608 CROWSNEST PASS
K612 FORT MACLEOD
K614 LETHBRIDGE
K618 MEDICINE HAT
K620 MILK RIVER
K622 NANTON
K624 PICTURE BUTTE
K626 PINCHER CREEK
K628 RAYMOND/MAGRATH
K630 TABER/VAUXHALL
K634 VULCAN
K636 REDCLIFF
K652 ASSUMPTION
K654 BEAVERLODGE
K656 DESMARAIS
K658 FAIRVIEW
K660 FAUST
K662 FORT VERMILION
K664 FOX CREEK
K666 GRANDE PRAIRIE
K668 GRIMSHAW
K670 HIGH LEVEL
K672 HIGH PRAIRIE
K674 MANNING
K676 MCLENNAN
K678 PEACE RIVER
K679 RED EARTH CREEK

K680 SLAVE LAKE
K682 SPIRIT RIVER
K684 VALLEYVIEW
K702 BASHAW
K704 CAMROSE
K706 CONSORT
K708 CORONATION
K710 DIDSBURY
K712 FORESTBURG
K713 MASKWACIS
K714 INNISFAIL
K716 KILLAM
K718 OLDS
K720 PONOKA
K722 PROVOST
K724 RED DEER
K726 RIMBEY
K728 ROCKY MOUNTAIN HOUSE
K730 STETTLER
K732 SUNDRE
K734 SYLVAN LAKE
K736 THREE HILLS
K738 WETASKIWIN
K751 BARRHEAD
K752 FORT SASKATCHEWAN
K754 MORINVILLE
K756 REDWATER
K758 ST. ALBERT
K760 SWAN HILLS
K762 WESTLOCK
K802 ATHABASCA
K804 BONNYVILLE
K806 BOYLE
K808 ELK POINT
K810 COLD LAKE
K812 LAC LA BICHE
K814 SMOKY LAKE
K816 ST. PAUL
K852 BRETON

K854 DEVON
K856 DRAYTON VALLEY
K858 LEDUC
K860 SPRUCE GROVE
K862 STONY PLAIN
K864 THORSBY
K904 KITSCOTY
K908 TOFIELD
K910 TWO HILLS/ANDREW
K912 VEGREVILLE
K914 VERMILION
K916 VIKING
K918 WAINWRIGHT
K919 LLOYDMINSTER
K920 BLACKFALDS
K921 FOX LAKE RESERVE
K928 WESTERN ALBERTA DISTRICT

L

L801 CHARLOTTETOWN
L802 WEST PRINCE
L804 MONTAGUE
L805 SOURIS
L806 EAST PRINCE
L807 STRATFORD

M

M400 M DIVISION [(1)]
M401 WHITEHORSE
M402 BEAVER CREEK
M403 CARCROSS
M404 CARMACKS
M405 DAWSON
M406 FARO
M407 HAINES JUNCTION
M408 MAYO
M409 OLD CROW
M410 ROSS RIVER
M411 TESLIN

M412 WATSON LAKE
M413 PELLY CROSSING

O

O400 O DIVISION [(1)]
O401 TORONTO/LBPIA
O504 CORNWALL
O505 KINGSTON
O602 HAMILTON/NIAGARA
O603 KITCHENER
O604 LONDON
O607 SARNIA
O608 WINDSOR
O701 BOWMANVILLE
O702 MILTON
O703 NEWMARKET
O807 SAULT STE. MARIE
O808 SUDBURY
O809 THUNDER BAY
O811 TILLSONBURG

R

R400 NORTH WEST REGION [(1)]
R600 ANYWHERE IN THE RCMP

V

V400 V DIVISION [(1)]
V402 CLYDE RIVER
V403 CAPE DORSET
V404 IQALUIT
V405 REPULSE BAY
V406 IGLOOLIK
V408 ARCTIC BAY
V409 PANGNIRTUNG
V410 POND INLET
V411 RESOLUTE BAY
V412 SANIKILUAQ
V414 HALL BEACH
V415 QIKITARJUAQ

V416 GRISE FIORD
V417 KIMMIRUT
V418 CHESTERFIELD INLET
V419 WHALE COVE
V601 BAKER LAKE
V602 ARVIAT
V604 CAMBRIDGE BAY
V605 KUGLUKTUK
V606 TALOYOAK
V607 GJOA HAVEN
V610 RANKIN INLET
V611 CORAL HARBOUR
V612 KUGAARUK

X505 BEIJING, CHINA
X512 HONG KONG, CHINA
X516 BOGOTA, COLOMBIA
X518 LONDON, U.K.
X520 PARIS, FRANCE
X522 BERLIN, GERMANY
X524 NEW DELHI, INDIA
X526 ROME, ITALY
X530 PRETORIA, SOUTH AFRICA
X532 KINGSTON, JAMAICA
X542 THE HAGUE, NETHERLANDS
X544 LIMA, PERU
X552 BANGKOK, THAILAND
X556 WASHINGTON, D.C., U.S.A.
X557 KUALA LUMPUR, MALAYSIA
X559 MEXICO CITY, MEXICO
X561 LYON, FRANCE
X563 MIAMI, U.S.A.
X565 ISLAMABAD, PAKISTAN
X568 AMMAN, JORDAN
X570 DUBAI, UNITED ARAB EMIRATES
X572 RABAT, MOROCCO
X573 NEW YORK, NEW YORK, U.S.A.
X574 SANTO DOMINGO, DOMINICAN REPUBLIC

X576 PORT OF SPAIN, TRINIDAD AND TOBAGO
X577 ANKARA, TURKEY
X578 CANBERRA, AUSTRALIA
X579 COLOMBO, SRI LANKA
X580 JAKARTA, INDONESIA
X581 KEY WEST, U.S.A.
X582 NAIROBI, KENYA
X583 PANAMA, PANAMA
X584 SEMARANG, INDONESIA
X585 LAGOS, NIGERIA

(1) These location codes can only apply to Major Events Job Codes: 004352, 004353 and 004354.

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Date Modified: 2021-02-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - ch. 6. RCMP Work Force Adjustment

Provisions outlined in this policy must be considered in conjunction with the App. 6-1, TB Approved RCMP Work Force Adjustment Directive, which supercedes this policy.

Directive Amended: 2016-09-02

For information regarding this policy, contact National Staffing Program, Workforce Programs and Services, Human Resources.

1. Policy

2. Definitions

3. Roles and Responsibilities

4. Work Force Adjustment Committee

5. Identification of an Affected Member

6. Reasonable Job Offer

7. Allowances

8. Over-Ranking or Salary Protection

9. Training

10. Relocation and Travel

11. Substitution

12. Notifications

13. Discharge Process

14. Monitoring

App. 6-1 TB Approved RCMP Work Force Adjustment Directive

App. 6-2 General Process

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1. Policy

1. 1. This Directive replaces all former RCMP work force adjustment policies and associated bulletins.

1. 2. This Directive applies to members, as defined in Sec. 2., *RCMP Act*, whose pay is not determined through application of the executive pay plan and whose services may no longer be required because of a work force adjustment situation.

NOTE: For RCMP members whose pay is determined through application of the executive pay plan, apply the Treasury Board Directive on Career Transition for Executives with the exception that the Public Service Commission priority management system is not available to RCMP members as they do not fall under the *Public Service Employment Act*.

1. 3. In accordance with the *RCMP Act*, under the direction of the Minister of Public Safety, the Commissioner is responsible for the control and management of the Force, which includes the authority to establish the organizational structure, its composition, and distribution of the work, including assignment of members to different posts or positions.

1. 4. The RCMP will ensure that, wherever possible, alternate posts within the member ranks or alternate positions within member groups and levels, as applicable, are provided to members affected by a work force adjustment situation in accordance with the provisions set forth in this Directive. This should not be construed as the continuation of a specific post or position, but rather as a continuation of a member's status as a member within the RCMP.

1. 5. The grievance procedure outlined in the *Commissioner's Standing Orders (Grievances and Appeals)*, applies to regular and civilian members.

1. 6. In accordance with the *RCMP Act*, the Commissioner may delegate to any member, his/her duties, functions, or responsibilities, as outlined in this Directive.

1. 7. Work force adjustment will be applied only when the services of a member are no longer required because of a work force adjustment situation, as defined in App. 6-1.

1. 8. The General Process for work force adjustment situations outlined in App. 6-2 will be adhered to by all parties.

2. Definitions

2. 1. **Accelerated discharge** means when an affected member makes a written request to the delegated authority to be discharged at an earlier date than originally indicated on the Notice of Work Force Adjustment, and the delegated authority concurs, i.e. Pay-in-lieu of unfulfilled surplus period. Entitlements, in accordance with App. 6-1, will apply on the actual date of discharge.

2. 2. **Affected member** means a member, as defined in this Directive, who has been informed by the Commissioner, in writing, that his/her services may no longer be required as a result of a work force adjustment situation.

2. 3. **Alternative post or position** means a post or position that offers the likelihood of continued employment within the Force and, where possible, is at an equivalent level to the member's former rank or level.

2. 4. **Commissioner** means the Commissioner of the Royal Canadian Mounted Police or his/her delegate.

2. 5. **Delegated authority** means, for the purposes of this Directive, any person under the Commissioner's jurisdiction, who is subject to any terms and conditions that the Commissioner directs and any of the Commissioner's powers under Subsection 20.2.(1), *RCMP Act*.

2. 6. **Delegated Manager for Human Resources** means an officer level/equivalent or senior NCO who is responsible for human resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 7. **Departing division** - see ch. 7., sec. 2.1.4.

2. 8. **Discharge**, as a result of a work force adjustment situation, means an administrative discharge for the promotion of economy and efficiency of the Force under Sec. 20.2(1)(k), *RCMP Act*.

2. 9. **Essential requirements of the position** means the RCMP educational requirements, security and medical profile, and language requirements of the position, and includes a satisfactory Final Review. This definition applies to sec. 5. of this Directive.

2. 10. **Final Review** means an administrative review of Employee Self-Disclosure Documentation and other relevant information, by the Delegated Manager for Human Resources, to determine eligibility of an employee to continue in a staffing action, having regard to the disclosure requirements of OM ch. 20.1. and the factors outlined in ch. 3., sec. 3.9.2.1. to 3.9.2.7.

2. 11. **Notice of Work Force Adjustment** means a written notice which identifies a member as being an affected member as a result of a work force adjustment situation.

2. 12. **Over-ranking** means the reassignment of a member to a post or position which is classified at a lower rank for RMs or classified at a lower group and level for CMs. Salary protection provisions apply to over-ranking situations.

2. 13. **Pay** means the substantive rate of pay.

2. 14. **Priority administration** - see ch. 7., sec. 2.1.11.

2. 15. **Reasonable job offer** means an offer of an alternate post or position made to a priority member. To be a reasonable job offer, a post or position is normally at the same rank for RMs or an equivalent group and level for CMs, but does not preclude a higher or lower level with salary protection provisions. See sec. 8.

2. 16. **Receiving division** means the division that has considered or accepted an affected member for reassignment into the division.

2. 17. **Relocation** means the relocation of a member, and where applicable, his/her spouse and/or dependants and household goods and effects, from the principal residence at the old place of duty to the replacement principal residence. See the Integrated Relocation Program.

2. 18. **Substitution** means the situation when an affected member who wishes to remain with the RCMP, exchanges positions with a non-affected member who is willing to be discharged, in accordance with the provisions outlined in App. 6-1. The non-affected member must be at the same RM rank as the affected RM or an equivalent CM group and level as the affected CM. See sec. 11.

2. 19. **Surplus priority status** means a priority status of an affected member from the time of receiving a Notice of Work Force Adjustment, until the member is appointed or reassigned to another post or position, the member's six-month affected status expires, or the member is discharged.

2. 20. **Training** means on-the-job training or other training intended to enable affected members to qualify for known or anticipated posts within the member ranks or groups and levels as applicable. See sec. 9.

2. 21. **Transition support measure** means one of the allowances outlined in App. 6-1, which is provided to an eligible affected member, consisting of a cash payment up to a maximum of 15 weeks based on the member's years of service in the RCMP.

2. 22. **Work force adjustment situation** - See App. 6-1, sec. 4.20.

3. Roles and Responsibilities

3. 1. The Commissioner is responsible for:

3. 1. 1. notifying the Treasury Board Secretariat, in confidence, at the earliest possible date and under no circumstances less than four working days before the work force adjustment (WFA) situation is announced, of any WFA situation which is likely to involve six or more members subject to this Directive. This notification will include:

3. 1. 1. 1. the identity and location of the work unit involved; and

3. 1. 1. 2. the expected date of the announcement, the anticipated timing of the WFA situation, and the number, rank or group and level of the members who are likely to be affected by the decision; and

3. 1. 2. advising:

3. 1. 2. 1. the member, in writing, that his/her services will no longer be required beyond a specified date due to a WFA situation; and

3. 2. The Chief Human Resources Officer (CHRO) is responsible for:

3. 2. 1. in cooperation with the divisions, carrying out effective human resource planning to minimize the impact of WFA situations on members and the divisions where the members serve;

3. 2. 2. ensuring that affected members are treated equitably and given every reasonable opportunity to continue their careers as members of the RCMP where possible;

NOTE: This Directive will be applied to keep involuntary discharges to a minimum.

3. 2. 3. establishing and maintaining systems to facilitate transfers or training of affected members; and

3. 2. 4. approving the terms and conditions of the WFA Committees.

3. 3. The Commanding Officer (CO) is responsible for:

3. 3. 1. ensuring the division appoints or reassigns as many affected members as possible, or identifies alternate reassignment opportunities (both actual and anticipated) for which members can be trained according to the provisions outlined in sec. 9.;

3. 3. 2. ensuring the division cooperates with Career Development and Resourcing Offices, or where applicable, Executive/Officer Development and Resourcing (E/ODR), to facilitate the appointment or reassignment of affected members as quickly and efficiently as possible;

3. 3. 3. ensuring the division maintains the National Priority List of names, in HRMIS, of affected members as a result of a WFA situation;

EXCEPTION: When circumstances warrant a national approach, a National Vacancy Management Unit will be responsible for maintaining a National Priority List.

3. 3. 4. ensuring the division accesses the established National Priority List before filling vacancies in the member ranks or groups and levels as applicable through other means, e.g. the use of private temporary agency personnel, consultants, contractors, or the RCMP Reserve Program;

3. 3. 4. 1. Where practicable, the division will also refrain from re-engaging such temporary personnel, consultants, contractors, or RCMP reserve members when the transfer of an affected member could occur.

3. 3. 5. ensuring nothing in the foregoing will restrict the right of the RCMP to transfer affected members to meet short-term, non-recurring operational requirements within the member ranks or groups and levels as applicable;

NOTE: Affected members will maintain their surplus priority, even for these short-term work opportunities.

3. 3. 6. ensuring, unless otherwise directed by the Chief Financial Administrative Officer, the receiving division is responsible for any relocation costs an affected member who is appointed or reassigned to another division, unless the departing division is willing to absorb these costs in whole or in part;

3. 3. 7. ensuring the departing division is responsible for the cost of affected members travelling to interviews for possible appointment or reassignment within the RCMP, unless the receiving division is willing to absorb these costs in whole or in part. Such costs will be consistent with FMM ch. 9.8.; and

3. 3. 8. ensuring that during the surplus period, the departing division will pay the salary, salary protection, and/or discharge costs, as well as other authorized costs such as training

for affected members, unless the receiving division is willing to absorb the training costs in whole or in part.

3. 4. The Delegated Manager for Human Resources (DMHR) is responsible for:

3. 4. 1. establishing a WFA Committee within the affected staffing region when a WFA situation is forecast by the Commissioner for a division or staffing region, and where appropriate. See sec. 4. of this Directive regarding WFA Committee responsibilities;

EXCEPTION: When circumstances warrant a national approach, a WFA Committee will be established by the Commissioner. See sec. 4. regarding WFA Committee responsibilities.

3. 4. 2. overseeing any WFA situation occurring in the divisions for which he/she is responsible for the human resources function, and provide guidance to the CO concerning adherence to relevant human resources policies and procedures;

3. 4. 3. ensuring the departing division's Career Development and Resourcing Office, or where applicable, E/ODR, in collaboration with the division's Compensation Advisors, inform and counsel affected members as early and as completely as possible. Such counselling is to include explanations and assistance concerning:

3. 4. 3. 1. the WFA situation and its affect on that member;

3. 4. 3. 2. the WFA Directive and associated policy;

3. 4. 3. 3. the Priority Administration process and how staffing priority considerations work from the member's perspective;

3. 4. 3. 4. the member's rights and obligations, as outlined in this Directive;

3. 4. 3. 5. the member's current situation, e.g. pay, benefits such as severance pay (if applicable) and pension (providing contact information to third-party provider as may be requested), confirmation of current classification, language profile, security profile, medical profile, and years of service;

3. 4. 3. 6. options that might be available to the member, e.g. substitutions, appointments or reassignments, relocation, training, over-ranking, pension entitlements pursuant to the provisions contained in the *Royal Canadian Mounted Police Superannuation Act (RCMPSA)*, allowances as applicable, or accelerated discharge;

NOTE: For more information regarding pension entitlements and allowances, the DMHR can refer members to National Compensation Services.

3. 4. 3. 7. the availability of ongoing counselling as long as the member is entitled to a staffing priority and has not been appointed or reassigned elsewhere within the organization;

3. 4. 3. 8. the possibility of training to facilitate an appointment or reassignment; and

3. 4. 3. 9. benefits which flow from other sections in this Directive which are separate from and in addition to those listed in App. 6-1;

3. 4. 4. ensuring the Career Development and Resourcing Advisor (CDRA) acts as the liaison between the member and the National Vacancy Management Unit, when a national approach to a WFA situation is undertaken;

3. 4. 5. protecting the affected priority status of an affected member who has been reassigned to short-term duties under this Directive;

3. 4. 6. in concert with the CDRA, ensuring that feedback from the Line Officer who is considering an affected member for placement, is provided to the affected member when he/she is not offered an appointment or reassignment for which the affected member was referred;

3. 4. 7. consulting with the appropriate stakeholders to determine if a recommendation for ordering an appointment or reassignment in dispute should be submitted to the CHRO for approval, as outlined in sec. 6.7.2.; and

3. 4. 8. notifying, in writing, non-affected members who offer to substitute, as to whether or not their offer for substitution has been approved.

3. 5. An affected member is responsible for:

3. 5. 1. immediately entering his/her career preferences in HRMIS, in order to assist with locating an alternate post or position in a six-month surplus priority period;

3. 5. 2. if he/she is a CM, applying to priority job advertisements that would be considered reasonable job offers in accordance with sec. 2.15.;

3. 5. 3. actively participating in seeking alternate appointment or reassignment opportunities to retain his/her status as a member in cooperation with his/her CDRA, or where applicable, E/ODR;

3. 5. 4. seeking information about the WFA and priority administration processes, and his/her entitlements and obligations;

3. 5. 5. providing timely information to his/her CDRA, or where applicable, E/ODR;

3. 5. 6. ensuring that he/she can be easily contacted by his/her CDRA, or where applicable, E/ODR;

3. 5. 7. attending appointments made for referrals;

3. 5. 8. seriously considering opportunities presented by his/her CDRA, or where applicable, E/ODR, including opportunities for training, relocation possibilities, and over-ranking;

3. 5. 9. in situations where a valid reason exists to refuse an opportunity in accordance with ch. 3., sec. 1.1.14., providing documented evidence on Notification of Transfer Planning, Form 1272, upon receipt; and

3. 5. 10. being available for training.

4. Work Force Adjustment Committee

4. 1. A WFA Committee will be established by the DMHR, and will normally include the divisional CO/delegate, divisional staffing OIC/IC, as well as any other resources appointed by the DMHR, where appropriate.

EXCEPTION: When circumstances warrant a national approach, a national WFA Committee will be established by the Commissioner and will normally include the DMHR responsible for the division, a senior representative from the National Staffing Program

4. 2. If the WFA situation involves a member at the officer rank/equivalent, the DG, E/ODR, will form part of the WFA Committee.

4. 3. A WFA Committee is responsible for developing detailed terms of reference to manage a WFA situation within a division. The terms of reference will include the development of systems to facilitate the transfer and training (as required) of affected members, and the monitoring of the status of affected members. Such terms will be approved by the CHRO.

EXCEPTION: When circumstances warrant a national approach, Workforce Programs and Services will be responsible for developing detailed terms of reference to manage a nation-wide WFA situation. The terms of reference will be approved by the CHRO and include the items outlined in sec. 4.3.

5. Identification of an Affected Member

5. 1. Where the services of some, but not all, of the members in any part of the affected unit are no longer required, the determination of which members are to be retained versus those to be declared affected members will be made by the Line Officer, through a Selection for Member Retention Process (SMRP), based on merit criteria according to rank or group and level. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: NSP Mailbox.

5. 2. The merit-based selection criteria are based on the combination of the essential requirements of the position, e.g. RCMP educational requirements, security and medical profile, language requirements, and includes a satisfactory review, competencies, desirable qualifications, i.e. special experience, special training, and licenses/certificates, any future operational requirements of the RCMP, and any future needs of the RCMP. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: NSP Mailbox.

6. Reasonable Job Offer

6. 1. Within the six-month surplus priority period, the CDRA, or where applicable, E/ODR, will work with the affected member to identify reassignment opportunities for a reasonable job offer.

6. 2. Unless otherwise directed by the CHRO, opportunities for a reasonable job offer will be identified and administered on a divisional basis. The CDRA will endeavour to respect the preferences of affected priority members, and if practicable, will attempt to identify opportunities as follows:

6. 2. 1. opportunities that do not involve a relocation, i.e. less than 40 km from the member's current work site;

6. 2. 2. opportunities within the division;

6. 2. 3. opportunities within the geographic staffing region; and

6. 2. 4. opportunities nationally.

6. 3. As a result, there will be situations where a relocation of the affected member may be required as outlined in the RCMP's Integrated Relocation Program.

6. 4. The effective date of a transfer as a result of a reasonable job offer must be established in consultation with the DMHR/delegate, and must be within the six-month surplus priority period.

6. 4. 1. When an affected member accepts a transfer to a post or position classified at a lower maximum rate of pay than the post or position from which he/she was declared affected, the member will be salary protected. See sec. 8.

6. 5. The affected member has:

6. 5. 1. 48 hours to accept a reasonable job offer that does not involve a cost-move transition; or

6. 5. 2. seven working days to accept a reasonable job offer that involves a cost-move transfer.

6. 6. The affected member is expected to accept the reasonable job offer unless he/she has a documented valid reason for refusing the offer presented, in accordance with ch. 3., sec. 1.1.14. See sec. 3.5.10.

6. 7. If an affected member receives a reasonable job offer for which he/she disagrees is a reasonable job offer, as defined in sec. 2.15., he/she can request, through his/her CDRA, or where applicable E/ODR, that the DMHR review the job offer to determine if the job offer should be deemed reasonable, and as a result, a transfer should be ordered.

6. 7. 1. Upon review, if the DMHR decides that the job offer is not reasonable, as defined in sec. 2.15., the CDRA will be notified and the affected member will be placed back on the National Priority List until a reasonable job offer is provided, or the end of the affected member's surplus priority period, whichever is first.

6. 7. 2. Upon review, if the DMHR decides that the job offer is reasonable, as defined in sec. 2.15., he/she will consult with the divisional OIC, Career Development and Resourcing, along with the Director, National Staffing Program, or where applicable the DG, E/ODR to determine if a recommendation for ordering the transfer should be submitted to the CHRO/delegate for approval.

6. 7. 2. 1. The CHRO/delegate will take into consideration, any recommendations received and determine whether or not the transfer should be ordered, and notify the CDRA of his/her decision accordingly.

6. 7. 2. 1. 1. If the CHRO/delegate decides that the recommended transfer:

6. 7. 2. 1. 1. 1. is not a reasonable job offer as defined in sec. 2.15., the CDRA will be notified through the DMHR, and the affected member will be placed back on the National Priority List until a reasonable job offer is provided, or the end of the affected member's surplus priority period, whichever is first; or

6. 7. 2. 1. 1. 2. meets the definition of a reasonable job offer as defined in sec. 2.15., the CHRO/delegate will order the transfer, and the affected member will have up to 14 working days, or the end of the affected member's surplus priority period, whichever is earlier, to accept the transfer for continued employment.

6. 7. 2. 1. 1. 2. 1. If the affected member does not accept the order for transfer as prescribed in sec. 6.7.2.1.1.2. within 14 working days from the CHRO's decision or before the expiration of the surplus priority period (as applicable), whichever is earlier, the DMHR will refer the matter to the Employee/Management Relations Office.

6. 8. For greater certainty, once the DMHR agrees to conduct the requested review, the review process must be completed within the requesting member's six-month surplus priority period.

6. 9. An affected member who refuses a reasonable job offer without a valid reason (see ch. 3., sec. 1.1.14.) will not be eligible for any allowances outlined in sec. 7.

7. Allowances

7. 1. See App. 6-1 for allowances pertaining to a WFA situation.

7. 2. Existing severance pay and other statutory discharge benefits are separate from, and in addition to, those prescribed in App. 6-1.

7. 3. Upon the request of an affected member, he/she will be provided with financial assistance up to the maximum established by the Commissioner for services such as:

7. 3. 1. professional job counselling,

7. 3. 2. preparation of a curriculum vitae or resume, or

7. 3. 3. placement agency services.

7. 4. If a reasonable job offer is made at any time during the six-month surplus priority period, the member is not eligible for any allowances prescribed in App. 6-1.

8. Over-Ranking or Salary Protection

8. 1. This section applies within member ranks or member groups and levels as applicable.

8. 2. An affected member who agrees to be placed in an over-ranking situation, or placed in a lower group and level, will retain the rank or group and level he/she held before the placement and will be considered salary protected.

8. 3. Over-ranking or salary protection commences the day on which an affected RM is transferred to a post where the RM is over-ranked, or an affected CM is transferred to a position which is classified at a lower group and level. Over-ranking or salary protection ends the earliest of the day on which:

8. 3. 1. the affected member is transferred back to a post or position at the rank or group and level he/she held before the transfer;

8. 3. 2. subsequent to the initial placement, the affected member voluntarily chooses to leave the post or position where he/she was over-ranked or salary protected;

8. 3. 3. the affected member refuses, without a valid reason, a priority placement offer, which would have restored the member to his/her rank or equivalent group and level; or

8. 3. 4. the affected member resigns, retires, or is discharged.

8. 4. Over-ranked or salary protected members should refer to ch. 7., Priority Administration, regarding reinstatement priority provisions.

EXCEPTION: Over-ranked and salary protected Inspectors and Superintendents or CM equivalents should consult with their DMHR/delegate regarding reinstatement priority provisions applicable to these ranks or groups and levels.

9. Training

9. 1. To facilitate the transfer of an affected member, every reasonable effort will be made to train an affected member for existing or anticipated posts or positions within the member ranks or groups and levels as applicable, if training is required.

9. 2. The DMHR/delegate will be responsible for identifying situations where training can facilitate the transfer of an affected member.

9. 3. Training may be afforded to an affected member provided:

9. 3. 1. the training is needed to facilitate the transfer of an affected member to a specific post or position, or will enable the member to qualify for an anticipated post or position for which there are no other qualified affected members available; and

9. 3. 2. the training costs are aligned with and approved in accordance with the provisions outlined in LTDM, ch. 3.2.

9. 4. The receiving division will ensure that a training plan is prepared and agreed to, in writing, by the departing division, the affected member, and the receiving division.

9. 4. 1. In cases where retraining is only required within the division, only the member and the divisional representative are required to prepare and agree to a training plan, in writing.

9. 4. 2. The training plan will include a scheduled completion date.

9. 5. Once a training plan has commenced, continuation and completion are subject to satisfactory performance by the affected member.

9. 6. While in training, an affected member is entitled to be paid in accordance with his/her current rank or group and level.

9. 7. When an affected member is offered a transfer conditional on successful completion of training, he/she may be temporarily redeployed to a different or the same position (depending on the training required), pending completion of the training.

9. 8. When a training plan has been approved and the affected member continues to be employed by the departing division, the proposed discharge date will be extended to the end of the training period, subject to sec. 9.5.

9. 9. An affected member deemed to be unsuccessful in training may be discharged at the end of the surplus priority period, provided the RCMP has been unsuccessful in making the member a reasonable job offer within the member ranks or member levels as applicable.

9. 10. When a training opportunity has been identified pursuant to sec. 9.3., the Commissioner may approve up to two years of training.

10. Relocation and Travel

10. 1. Upon acceptance of a reasonable job offer within the RCMP, relocation benefits at RCMP cost will be offered in accordance with the RCMP Integrated Relocation Program.

10. 2. Travel costs of an affected member required to travel to attend interviews for a possible transfer within the RCMP will be pursuant to FMM ch. 9.8., and reimbursement of travel expenses will be according to the rates and allowances listed in the appendices of the National Joint Council (NJC) *Travel Directive*.

10. 3. An affected member who is discharged for the promotion of economy and efficiency in the Force may only be eligible for relocation benefits in accordance with the Integrated Relocation Program.

10. 4. The provisions of sec. 10.1. and 10.2. do not apply to substitute members.

11. Substitution

11. 1. The Commissioner/delegate has the authority to decide when a substitution program may take place.

11. 2. A non-affected member interested in a substitution must indicate his/her interest for consideration in HRMIS Career Preferences.

11. 3. Career Development and Resourcing must identify members in the division who wish to be substitute members using HRMIS reports generated from information based on sec. 11.2.

11. 4. A substitution occurs when an affected member who wishes to remain with the RCMP, is approved for a lateral transfer to a position occupied by a non-affected member within the same category of employee. The non-affected member (substitute) must agree to being discharged voluntarily from the RCMP under the terms and conditions provided in this Directive and App. 6-1.

11. 5. Career Development and Resourcing, E/ODR, or the National Vacancy Management Unit, whichever is applicable, will manage the member-substitution process.

11. 6. The substitution must take place as early as possible during the six-month surplus priority period. There is no provision in substitution for a "domino" effect or for "future considerations".

11. 7. Not all requests for substitution will be approved. A substitution may only be approved if:

11. 7. 1. the proposed substitution will result in retaining the skills required to meet the operational needs of the RCMP;

11. 7. 2. the proposed substitution permanently eliminates a function or a position; or

11. 7. 3. the proposed substitution is between the affected member and the substituting member, wherein the non-affected member is at the same RM rank as the affected RM, or the non-affected member is at an equivalent CM group and level as the affected CM.

11. 8. The intradivisional substitution of a member to be discharged in lieu of an affected member can only be approved by:

11. 8. 1. the DG, E/ODR, for a member at the officer rank or equivalent level;

11. 8. 2. the member's CO, for a member suspended from duty or a member for whom procedures have been initiated pursuant to Sec. 20.2(1), *RCMP Act* (except for voluntary retirement); and

11. 8. 3. the divisional OIC, Career Development and Resourcing, for any other member.

11. 9. Interdivisional substitution should only be considered when all possibilities of intradivisional substitution have been examined.

11. 10. Substitution involving an interdivisional application can only be approved by:

11. 10. 1. the DG, E/ODR, for a member at the officer rank or equivalent group and level; and

11. 10. 2. the CO of the receiving division.

11. 11. A substitute member is discharged for the promotion of economy and efficiency of the Force.

11. 12. Allowance reimbursement provisions outlined in App. 6-1 will apply.

11. 13. Following the substitution, the departing member will be discharged within five working days of the substitution date. See App. 6-1 for exceptions to eligibility for allowances.

11. 14. Any member who completes the HRMIS Career Preferences by indicating his/her interest in a possible substitution will be notified, in writing, by the DMHR/delegate, as to whether or not his/her offer for substitution has been approved.

12. Notifications

12. 1. The Commissioner/delegate will advise the member, in writing, using a Notification of Affected Status, that his/her services may no longer be required beyond a specified date due to a WFA situation.

12. 2. The official notifications involved in a WFA situation are as follows:

12. 2. 1. Notification of Affected Status;

12. 2. 2. Notification of Member Retention Process Results (which is served when a member is being retained as a result of an assessment conducted as part of a Selection of Member Retention Process, as applicable);

12. 2. 3. Notice of Work Force Adjustment;

12. 2. 4. Confirmation of Request for Substitution;

12. 2. 5. Confirmation of Acceptance for Substitution;

12. 2. 6. Confirmation of Rejection for Substitution;

12. 2. 7. Notification of Transfer Planning, Form 1272; and

12. 2. 8. Request for Accelerated Discharge.

12. 3. The Notice of Work Force Adjustment must be served to the affected member at least six months before the tentative discharge date, along with a copy of this Directive and App. 6-1.

13. Discharge Process

13. 1. An affected member who resigns as a result of a WFA situation will be deemed, for the purposes of severance and any retroactive remuneration if applicable, to be discharged on the date specified by the Commissioner, in writing, on accepting the resignation, or in the case of Inspectors and Superintendents, the date the Governor in Council accepts the Commissioner's recommendation for discharge.

13. 2. The DMHR may refer the WFA matter to the Employee/Management Relations Office to initiate a discharge process at any time during the affected member's WFA notice period, i.e. eligible surplus priority period, but no later than one month before the end of the same period.

NOTE: Regardless of the date of the initiation of the process, the affected member's actual discharge date will not be before the end of the six-month WFA notice period.

13. 3. The discharge proceedings outlined in the *Commissioner's Standing Orders (Employment Requirements)*, are applicable to an affected member who is discharged as a result of a WFA situation.

13. 4. The discharge proceedings applicable to Sec. 20.2(1), *RCMP Act*, will be initiated when an affected member:

13. 4. 1. voluntarily resigns from the Force as a result of a WFA situation;

13. 4. 2. does not secure a reasonable job offer within the six-month surplus priority period;

13. 4. 3. is not afforded with training or does not successfully complete a training plan to secure a reasonable job offer; or

13. 4. 4. refuses a reasonable job offer without a valid reason.

NOTE: Members who request and are approved for pay-in-lieu of unfulfilled surplus priority period, who have been approved for substitution, will be discharged through the process using Discharge Request, Form 1733.

13. 5. A substitute member must submit his/her resignation to the designated officer. For purposes of determining pension entitlement under the *RCMP Superannuation Act*, the resignation will be deemed to be a discharge for the promotion of economy and efficiency of the Force. See Sec. 20.2(1), *RCMP Act*.

13. 6. An affected member may request, in writing, that the discharge takes effect before the date set out in the Notice of Work Force Adjustment. The delegated authority is responsible for approving the request for an accelerated discharge date. In such cases, see sec. 7.

13. 6. 1. The delegated authority will make his/her decision within five working days as to whether or not a request for an accelerated discharge is approved for an affected member.

14. Monitoring

14. 1. Divisions will retain a central repository of information on all WFA cases occurring within their respective division under this Directive, including the:

14. 1. 1. reasons for the action;

14. 1. 2. number of affected members;

14. 1. 3. occupational groups and levels and ranks of affected members;

14. 1. 4. dates of notice given;

14. 1. 5. number of members placed without retraining;

14. 1. 6. number of members retrained, including number of salary months used in such training;

14. 1. 7. ranks or levels of positions to which members were transferred and the cost of any salary protection;

14. 1. 8. number, types, and amounts of lump sums paid to members; and

14. 1. 9. a list of positions each affected CM applied to, and the results of each staffing process.

EXCEPTION: When circumstances warrant a national approach, the Commissioner will be responsible for establishing a National Vacancy Management Unit to retain a central repository of information on all WFA cases as outlined in sec. 14.1.

References

Date Modified: 2016-09-02

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - App. 6-1 TB-Approved RCMP Work Force Adjustment Directive

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Directive Amended: 2016-09-02

1. Introduction

1. 1. Policy Objectives and Scope

1. 1. 1. This directive applies to members, as defined at Section 2 of the *Royal Canadian Mounted Police Act*, whose pay is not determined through application of the executive pay plan and whose services may no longer be required because of a work-force adjustment situation.

> NOTE: For RCMP members whose pay is determined through application of the executive pay plan, apply the Treasury Board Directive on Career Transition for Executives with the exception that the Public Service Commission priority management system is not available to RCMP members as they do not fall under the *Public Service Employment Act*.

1. 1. 2. Workforce adjustments may occasionally be required in meeting the Force's responsibilities, obligations and organizational objectives. These adjustments will be made with due consideration for the desire of employees to continue their employment and the need to fulfill organizational requirements.

1. 1. 3. The organizational requirements of the Force will determine the composition and the distribution of the work force.

1. 1. 4. The Commissioner has the authority to establish the organizational structure and to assign members to different posts or positions within the Force to meet organizational requirements in accordance with subsection 5(1) of the *RCMP Act*.

1. 1. 5. It is the policy of the Force to minimize the impact of workforce adjustment situations on members. To the fullest extent possible, every affected member will be offered alternate employment within the Force.

1. 1. 6. Members must be willing to be posted anywhere in Canada.

1. 1. 7. In cases of alleged misinterpretation or misapplication of this directive, the grievance procedure will be in accordance with the *Royal Canadian Mounted Police Act*, and the *Commissioner's Standing Orders* (Grievances and Appeals).

1. 1. 8. In the event an affected member is discharged as a result of a workforce adjustment, discharge proceedings will be in accordance with section 20.2.(1), *RCMP Act*, and the *Commissioner's Standing Orders* (Employment Requirements).

2. Authorities

2. 1. *Royal Canadian Mounted Police Act*, and *Royal Canadian Mounted Police Superannuation Regulations*.

3. References

3. 1. The primary references for the subject of workforce adjustment are:

- *Royal Canadian Mounted Police Act*

- *Royal Canadian Mounted Police Regulations, 2014*

- *Royal Canadian Mounted Police Superannuation Act*

- *Royal Canadian Mounted Police Superannuation Regulations*

- *Commissioner's Standing Orders (Grievances and Appeals)*

- *Commissioner's Standing Orders (Employment Requirements)*

- RCMP Travel Directive

- RCMP Integrated Relocation Program

4. Definitions

4. 1. An **accelerated discharge** means when an affected member makes a written request to the delegated authority to be discharged at an earlier date than originally indicated on the Notice of Work Force Adjustment, and the delegated authority concurs, i.e. Pay-in-lieu of unfulfilled surplus period. Entitlements in accordance with the terms of this directive will apply on the actual date of discharge.

4. 2. An **affected member** is a member, as defined in this directive, who has been informed by the Commissioner, in writing, that his/her services may no longer be required as a result of a Work Force Adjustment (WFA) situation.

4. 3. An **alternative post or position** is one that offers the likelihood of continued employment within the Force and, wherever possible, is at a level equivalent to the member's former rank or level.

4. 4. **Commissioner** means the Commissioner of the Royal Canadian Mounted Police or any person as delegated under subsection 20.2.(3) of the *RCMP Act*.

4. 5. **Contracting out** occurs where a function is transferred from the Force to a private sector organization as a result of a contract entered into by Her Majesty and the private sector organization. Where a function is transferred under these circumstances, the function is deemed to be discontinued, resulting in a workforce adjustment situation.

4. 6. **Delegated Authority** means, for the purposes of this directive, any person under the Commissioner's jurisdiction, subject to any terms and conditions that the Commissioner directs, any of the Commissioner's powers under subsection 20.2.(1) of the *RCMP Act*.

4. 7. A **devolution** occurs where a function is:

a. transferred from the Force to any other part of the federal government as defined in the *Financial Administration Act,* Schedules I and IV, to another level of government or to an aboriginal group, without any further responsibility on the part of the Royal Canadian Mounted Police; or

b. performed on behalf of the Force by one of the above entities.

4. 8. **Discontinuance of a function** includes the situation of a devolution described in subsection 4.7. above. Discontinuance of a function does not include job function reassignment resulting in a conversion of a member to another category of employee within the RCMP. This is regardless of whether the converted function is performed by a member appointed under the *RCMP Act* or an employee appointed under the *Public Service Employment Act*.

4. 9. **Discharge date** means the date the Order to Discharge a Member is signed by the decision maker under the Employment Requirements Discharge Process, or in the case of voluntary substitution or accelerated discharge under WFA, the date indicated on Form 1733, Discharge Request.

4. 10. **Force** means the Royal Canadian Mounted Police.

4. 11. **Notice of Work Force Adjustment** is a written notice to be served on a member to formally notify him/her that he/she has been affected by a work force adjustment situation. This notice is to be served on affected member at least six months in advance of the anticipated discharge date.

4. 12. **National Priority List** is an electronic list containing the names of members who possess a national priority status. The list is retained in the Human Resources Management Information System (HRMIS). It is designed to facilitate the transfer of priority members. NOTE: Members wishing to be recalled after discharge are assigned a priority type "RCMP Returnee" and placed on the National Priority List.

4. 13. **Privatization** occurs where the Force discontinues both responsibility for and delivery of a function such that, simultaneously and by prior agreement with the RCMP, a private sector organization assumes delivery of the function. Where a function is transferred under these circumstances, the operation is deemed to be discontinued, resulting in a workforce adjustment situation.

4. 14. **Reasonable job offer** means an offer of an alternative post or position made to a priority member. To be a reasonable job offer, a post or position is normally at the same rank for RMs or equivalent group and level for CMs, but not precluding a higher or lower level with salary protection provisions.

4. 15. **Service** means:

a. continuous service in the Force;

b. non-continuous service in the Force provided a valid election to contribute for that service under the *Royal Canadian Mounted Police Superannuation Act* has been made; and

c. previous service as defined under "Schedule A Service" in the *Public Service Terms and Conditions of Employment Regulations*, previous service with the Canadian Armed Forces and previous service as a member of a municipal or provincial police force taken over by the Force pursuant to Section 20 of the *Royal Canadian Mounted Police Act*, provided a valid election to contribute for that service under the *Royal Canadian Mounted Police Superannuation Act* has been made.

4. 16. **Substitute member** is a member who agrees to be discharged in lieu of an affected member.

4. 17. **Training** is on-the-job training or other training intended to enable affected members to qualify for known or anticipated vacancies within the Force.

4. 18. **Surplus Priority Status** a priority status of an affected member from the time of receiving a Notice of Work Force Adjustment until the member is appointed or reassigned to another post or position, the member's six month surplus status expires, or the member is discharged.

4. 19. **Work Force Adjustment:** A situation that occurs when the Commissioner decides that the services of one or more members will no longer be required beyond a specified date because of:

a. being surplus to establishment due to a lack of work;
b. the discontinuance of a function;
c. a devolution, privatization or contracting out.

5. Roles and Responsibilities

5. 1. Since members affected by workforce adjustment situations are not themselves responsible for such situations, it is the responsibility of the Force to ensure that they are treated equitably and given every reasonable opportunity to continue their careers in the Force. This directive shall be applied so as to keep involuntary discharges to a minimum. Discharges pursuant to this directive shall normally occuronly where a member:

a. cannot be offered or trained for an alternative post or position,
b. has refused a reasonable job offer; or
c. given the provisions of Section 6, has refused or is unsuccessful in completing required training.

5. 1. 1. Members who refuse a reasonable job offer are not entitled to a work force adjustment transition support measure and will be recommended for discharge or discharged in accordance with paragraphs 20.2.(1) of the *Royal Canadian Mounted Police Act*.

5. 2. The Commissioner may delegate any of the duties, functions or responsibilities set out in this directive to any person under the Commissioner's jurisdiction.

5. 3. Effective human resource planning will be carried out to minimize the impact of work force adjustment situations on affected members and the Force. Such work force adjustments will be made with due consideration given to the desire of members to continue their employment and the needs of the Force to fulfil organizational requirements.

5. 4. Work force adjustment committees, with appropriate terms of reference, may be established to manage the work force adjustment situations within the Force. Such committees shall include a Staff Relations Representative (SRR). See CMM 6, Section 4.

5. 5. Systems shall be established to facilitate redeployment or retraining of affected members.

5. 6. Appointment or reassignment of affected members to an alternative post or position, whether with or without retraining, shall normally be at a rank or level equivalent to that held by the member when notified of the work force adjustment. When an affected member accepts an appointment to a lower rank (RM), or a reassignment to a position with a lower maximum rate of pay (CM) than the position from which he or she was declared surplus, the member will be salary protected in accordance with section 7.

5. 7. Members affected by a work force adjustment situation are responsible for providing timely information to effect their appointment/reassignment.

5. 8. When it is determined that the services of a member are no longer required beyond a specific date due to a work force adjustment, the affected member shall be served a Notice of Work Force Adjustment. The notice shall include the reasons for the decision, the proposed discharge date and shall also state that the member may be discharged on that date, or any other date as determined through an authorized substitution program, accelerated discharge request, or the Employment Requirements Discharge Process.

5. 9. Simultaneous with the service of a Notice of Workforce Adjustment, the affected member shall be provided with a copy of this directive.

5. 10. An affected member may, at the discretion of the delegated authority be discharged at a date earlier than the date specified in the Notice of Work Force Adjustment if he or she requests so in writing. Such discharges will be under section 20.2(1)(k) of the *RCMP Act*, and will be administratively managed through completion of Form 1733, Discharge Request, with the reason of WFA selected.

5. 11. The conditions under which a substitute member may be discharged in lieu of an affected member shall be prescribed by the Commissioner.

5. 12. Where an affected member requests, he/she will be provided with financial assistance up to the maximum established by the Commissioner for services such as:

a. professional job counselling;
b. preparation of a curriculum vitae or resume; or
c. placement agency services.

5. 13. A priority list will be maintained of the names of affected members and members discharged as a result of a work-force adjustment situation who, at the time of discharge, requested in writing to be given consideration for re-engagement in the Force.

5. 14. The decision to re-engage any person whose name appears on the priority list will be at the sole discretion of the Force.

6. Training

6. 1. To facilitate the reappointment/reassignment to another post or position, every reasonable effort shall be made to train such member for existing or anticipated vacancies.

6. 2. The delegated authority shall be responsible for identifying situations where training can facilitate the redeployment of an affected member.

6. 3. Training shall be afforded to an affected member provided:

a. the training will enable the member to qualify for an identified alternative post or position within the Force;
b. the reasonable training costs can be absorbed by the Force and are related to their newly assigned duties.

6. 4. A training plan shall be prepared and agreed to in writing by the affected member. The training plan shall include a scheduled completion date.

6. 5. Once a training plan has commenced, its continuation and completion are subject to satisfactory performance by the affected member.

6. 6. While in training, an affected member is entitled to be paid in accordance with his or her current rank or level.

6. 7. When an affected member is offered an appointment or reassignment conditional on successful completion of training, he or she may be temporarily appointed or reassigned to the new post or position pending completion of training.

6. 8. An affected member unsuccessful in training shall, on discharge, be eligible for entitlements in accordance with the terms of this directive.

7. Salary Protection

7. 1. An affected member appointed to a lower rank (RM), or reassigned to a lower level position (CM) shall, for pay administration purposes, be deemed to have retained his/her former rank or group, sub-group and/or level. Salary protection will remain in effect until the attainable maximum of the new rank or new classification level, as revised from time to time, becomes greater than that applicable, as revised from time to time, to the former classification rank or level.

8. Relocation and Travel

8. 1. An affected member, other than a substitute member, who is discharged for the promotion of economy and efficiency in the Force may be eligible for relocation entitlements as per the RCMP Integrated Relocation Program, FMM App. 9-5-1.

8. 1. 1. An affected member who qualifies for an immediate annuity as defined in the *RCMP Superannuation Act*, subsections 11(3) and 11(9), will be eligible for relocation benefits as prescribed in the RCMP Relocation Directive. Such members will not be eligible for any relocation entitlements under this directive.

8. 2. Travel costs for the purpose of securing outside employment will be borne by the Force and will be limited to two trips to any destination within Canada within a period of two years from the scheduled discharge date for both affected members and discharged members. Travel costs will be consistent with the Royal Canadian Mounted Police Travel Directive and will be on the condition that presence at an interview is essential to being considered for the job and this is supported by certification. In exceptional circumstances the Commissioner may approve additional trips and/or an extension to the time frame in which such trips must be taken.

8. 2. 1. The provisions of 8.2. do not apply to substitute members.

9. Lump-Sum Payments

9. 1. Existing severance pay and other discharge benefits are separate from, and in addition to those in this directive.

9. 2. Pension entitlements will be determined in accordance with the provisions contained in the *RCMP Superannuation Act* (RCMPSA).

9. 2. 1. The provisions of subsections 11(3) and 11(9) of the *RCMP Superannuation Act* do not apply to substituted members.

9. 3. There are three possible lump-sum payments that may be made to members under this directive. These are:

a. pay in lieu of unfulfilled surplus period; or
b. a devolution or privatization payment; and
c. a work force adjustment transition support measure.

9. 4. With the exception of a work force adjustment transition support measure payment, a substitute member who agrees to be discharged in lieu of a member whose post or position is affected by a work force adjustment situation will be entitled to the lump-sum payment provisions of this directive.

9. 5. Pay in lieu of unfulfilled surplus period

9. 5. 1. When an affected member or a substitute member offers to resign prior to the discharge date mentioned in the Notice of Workforce Adjustment, on the understanding that he or she will receive pay in lieu of the unfulfilled surplus period, a lump-sum payment equal to the member's regular pay for the balance of the surplus period, up to a maximum of six months, may be authorized on discharge.

9. 5. 2. Approval of pay in lieu of unfulfilled surplus period is at the discretion of the delegated authority, but shall not be unreasonably denied.

9. 5. 3. The delegated authority shall ensure that pay in lieu of unfulfilled surplus period is only authorized where the member's work can be discontinued on the discharge date and no additional costs will be incurred in having the work done in any other way during that period.

9. 6. Devolution or Privatization Payment

9. 6. 1. Devolution or privatization payments may be authorized where the Commissioner has ruled that:

a. the function must continue to be performed; and
b. the member must remain in the function until devolution or privatization has occurred. In such situations, a payment equal to six months' pay is payable when the function is devolved or privatized and discharge is effected.

9. 6. 2. If the Commissioner has not ruled that the member must remain until the function ceases in order to qualify for lump-sum payments, pay in lieu of unfulfilled surplus period provisions will apply.

9. 7. Work Force Adjustment Transition Support Measure

9. 7. 1. An affected member will, on discharge, be paid a work force adjustment transition support measure equal to one week's pay for each year of service in the Royal Canadian Mounted Police, up to a maximum of fifteen weeks' pay. The work force adjustment transition support measure is payable to regular members and special constables who are entitled to an immediate annuity under paragraph 11(3)(c) of the *RCMP Superannuation Act*. This entitlement is also payable to civilian members who are eligible for an immediate annuity or an immediate allowance under subparagraph 11(9)(b)(iii) of the *RCMP Superannuation Act*.

9. 7. 2. A substitute member is not eligible to receive a work force adjustment transition support measure.

9. 8. Reimbursement of Lump-Sum Payments

9. 8. 1. A member who has received a lump sum payment as outlined in Section 9 of this Directive and is later appointed to either the RCMP or other departments within the core public administration of the Government of Canada (including re-engagement or a specified period appointment under the *RCMP Act*, or specified term or indeterminate appointment under the *Public Service Employment Act*), as specified from time to time in Schedules I and IV, *Financial Administration Act*, will reimburse the Receiver General for Canada, an amount corresponding to the period from the effective date of such re-engagement or hiring, to the end of the original period for which the lump sum payment was paid.

10. Special Provisions Regarding Contracting Out

10. 1. While the Force may contract out the work of members, it shall be done in accordance with this directive.

10. 2. The provisions of this section apply only to those members encumbering positions the duties of which are to be contracted out by the RCMP.

10. 3. As soon as the Commissioner has decided to examine the viability of contracting out, the affected members and their respective DSRR shall be advised.

10. 4. Cost-benefit analysis with regard to consideration of a contracting out option shall be done consistent with professional principles and practices and according to standards acceptable to the Treasury Board.

10. 5. As soon as possible after tenders have been received and analyzed, the Commissioner shall disclose to the affected members, the rationale for contracting out.

10. 6. Members whose jobs are contracted out shall be served with a Notice of Work-force Adjustment at least 12 months prior to the discharge date mentioned therein.

10. 7. Members accepting an offer of employment from a contractor shall:

a. be discharged from the Force to join the contractor on the transition date; and
b. receive the equivalent of six months pay.

10. 8. A member who has received a lump sum payment as outlined in subsection 10.7. of this Directive and is later appointed to either the RCMP or other departments within the core public administration of the Government of Canada (including re-engagement or a specified period

appointment under the *RCMP Act*, or specified term or indeterminate appointment under the *Public Service Employment Act*), as specified from time to time in Schedules I and IV, *Financial Administration Act*, will reimburse the Receiver General for Canada, an amount corresponding to the period from the effective date of such re-engagement or hiring, to the end of the original period for which the lump sum payment was paid.

11. Special Leave in Lieu of Lump-Sum Payment

11. 1. At the member's option, the pay in lieu of unfulfilled surplus period, the devolution or privatization payment as well as special payments that may be authorized under the contracting out provisions under subsection 10.7. of this directive, may be substituted in whole or in part, by a corresponding period of special leave. The member's discharge date will be extended to encompass the period of special leave. Lump-sum payments will be based on the time remaining in the applicable payment period.

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Date Modified: 2016-09-02

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

CMM - App. 6-2 General Process

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Directive Amended: 2016-09-02

Should there be any discrepancies, ch. 6., RCMP Work Force Adjustment (WFA) will supersede this general process for work force adjustment situations.

1. Unless otherwise directed by the Chief Human Resources Officer (CHRO)/delegate, in situations where the services of a member are no longer required due to lack of work, or discontinuance, devolution, privatization, or contracting out of a function, the CO of the affected area will provide the CHRO/delegate with the following information:

1. 1. a full description of the organizational component and positions that are potentially affected;

1. 2. details of the WFA situation, including confirmation of each position's new classification, where applicable;

1. 3. confirmation that the services of the members affected by the WFA are no longer required and why; and

1. 4. if the situation deals with Surplus to Establishment (STE) members, confirmation that there is lack of work for the members.

2. If a public service employee is affected by a WFA situation, see the National Joint Council *Work Force Adjustment Directive* or the applicable collective agreement.

3. The CHRO will present the request for invoking a WFA to the Commissioner, on behalf of the CO.

4. Upon concurrence from the Commissioner to implement a WFA:

4. 1. a WFA Committee will be established in accordance with ch. 6., sec. 4.;

4. 2. the CO, Delegated Manager for Human Resources (DMHR), and CHRO will establish the effective date of the surplus priority period and the discharge date of each affected member;

4. 3. the names of the affected members will be provided to the Career Development and Resourcing Office in accordance with ch. 7.; and

EXCEPTION: If a national approach to the WFA situation is initiated, a National Vacancy Management Unit will be established by the Commissioner.

4. 4. the appropriate notifications to the Treasury Board of Canada Secretariat, and the affected members will be carried out in accordance with ch. 6.

4. 4. 1. Simultaneous with the service of a Notice of Work Force Adjustment, the affected member will be provided with a copy of ch. 6. and App. 6-1.

5. The Career Development and Resourcing Advisor (CDRA) will:

5. 1. arrange for affected members to participate in a staffing interview for possible transfer options; and

5. 2. ensure affected members are registered on the National Priority List upon receipt of the Notice of Work Force Adjustment.

EXCEPTION: If a national approach to the WFA situation is initiated, the National Vacancy Management Unit will register the affected members.

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Date Modified: 2016-09-02

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

CMM ch. 7. Priority Administration

Directive Amended: 2016-09-02

For information regarding this policy, contact National Staffing Program, Workforce Programs and Services, Human Resources.

1. Policy
2. Definitions
3. National Priority List
4. Priority Status Entitlement Period
5. Priority Registration
6. Assessment of Priority Members
7. Roles and Responsibilities
8. Priority Placement
9. Civilian Member National Priority Job Opportunities
10. Priority Member Applications for Non-Priority Job Opportunities
11. Over-Ranking of Regular Members and Salary Protection of Civilian Members
12. Relocation and Travel
13. Monitoring

App. 7-1 Order of RCMP Priority Considerations

1. Policy

1. 1. This Directive applies to members as defined in sec. 2., *RCMP Act*, who have a priority status to transfer within their respective rank or group and level. This includes any member with an existing accommodation requirement, e.g. medical profile 04, who is affected or impacted by an organizational change (see sec. 3.2.1. and sec. 3.2.2.), or a qualifying change to his/her personal circumstances (see sec. 3.2.3.).

EXCEPTION: Members in the rank of Inspector and above, civilian member executives, members who are on assignment as STE Temps, or non-affected or non-impacted members requiring a new or revised accommodation based on certified limitations and restrictions, i.e. a new or revised duty to accommodate situation.

NOTE: Non-affected or non-impacted members requiring a new or revised accommodation will be accommodated in accordance with the provisions outlined in the Workplace Accommodation for Members Directive. See AM ch. II.36.

1. 2. Priority administration for commissioned officers and civilian members in the executive occupational group levels, i.e. SPS EX-01 to SPS EX-05, will be managed by Executive/Officer Development and Resourcing.

1. 3. This Directive is intended to maximize employment opportunities for impacted and affected members, through ensuring that, wherever available, alternative employment opportunities are provided to them.

1. 4. Affected or impacted members with an existing accommodation requirement as outlined in sec. 1.1., will receive first consideration for transfers into vacancies where his/her certified limitations and restrictions can be accommodated.

1. 5. Staffing of permanently occupied newly reclassified positions are exempt from the priority administration process. See sec. 8.1.

1. 6. The following situations will be managed outside of the priority administration process in no particular order, but after organizational change priorities that are work force adjustment situations:

1. 6. 1. duty to accommodate situations of non-affected or non-impacted members that are new or where existing accommodation restrictions are revised according to AM ch. II.36.;

1. 6. 2. members returning from northern posts, isolated posts, limited duration posts, external secondments, International Liaison Officer posts, or missions;

1. 6. 3. placements required as a result of grievance resolutions;

1. 6. 4. voluntary category of employee conversion to another category of employee by regular members impacted by organizational change; and

NOTE: Documented return posting arrangements will be honoured.

1. 7. A staffing action request to fill a vacancy with a member in any of the situations outlined in sec. 1.6.1. to 1.6.4. along with relevant justification, must be priority cleared by the divisional Career Development and Resourcing Office, or in situations where an organizational change is being managed at the national level, must be submitted to the National Vacancy Management Unit to obtain a priority clearance. In either situation, the vacancy, the name, and Human Resources Management Information System (HRMIS) number of the member to be placed must be identified.

NOTE: For situations pertaining to sec. 1.6.4., see ch. 8.

1. 8. The Commissioner has the authority to establish the organizational structure and to assign members to different posts or positions within the RCMP to meet organizational requirements in accordance with Subsec. 5(1), *RCMP Act*.

1. 9. The Commissioner may delegate to any person under his/her jurisdiction, any of the duties, functions, or responsibilities outlined in this Directive.

1. 10. In order to effectively manage organizational changes that do not result in a work force adjustment situation, the Commanding Officer/delegate of each division, and Deputy Commissioners or civilian member/public service equivalents at National Headquarters have the authority to laterally transfer members to other duties within his/her area of command that involve a no-cost transfer. Members who are not able to be transferred under this provision will be placed on the National Priority List.

1. 10. 1. Notwithstanding sec. 1.10., a request for exemptions to sec. 8.1. and lateral selection provisions in ch. 3. must be submitted to, and approved by, the Chief Human Resources Officer.

1. 11. Where the services of some, but not all, of the members in any part of the affected unit are no longer required, the determination of which members are to be retained versus those to be declared impacted or affected members (depending on the situation), will be made by the Line Officer through a Selection for Member Retention Process (SMRP), based on merit criteria according to rank or group and level.

1. 11. 1. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: NSP Mailbox.

1. 12. Notwithstanding the administration of priority transfers within the RCMP, the Commissioner retains the discretion to transfer any member in the interests of ensuring the organization retains the skills necessary to fulfill current and future operational requirements.

1. 13. Members must be willing to be posted anywhere in Canada.

1. 14. In cases of alleged misinterpretation or misapplication of this Directive, the grievance procedure will be in accordance with the *RCMP Act* and the *Commissioner's Standing Orders (Grievances and Appeals)*.

2. Definitions

2. 1. For the purposes of this Directive, the following definitions apply:

2. 1. 1. **Affected member** means a member, as defined in this Directive, who has been informed by the Commissioner, in writing, that his/her services may no longer be required as a result of a work force adjustment (WFA) situation.

2. 1. 2. **Commissioner** means the Commissioner of the RCMP or any person as delegated under Subsec. 20.2(3), *RCMP Act*.

2. 1. 3. **Delegated Manager for Human Resources (DMHR)** means an officer/equivalent or senior NCO who is responsible for the Human Resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 1. 4. **Departing division** means the division from which the priority member is transferred.

2. 1. 5. **Essential requirements for the position** means the RCMP educational requirements, security profile, medical profile, language requirements of the post/position, and a satisfactory Final Review. Where specialized competencies or certain special requirements or abilities are required to carry out the functions of the position, they may form part of the essential requirements for the position. In the case of dispute, the CO/delegate of the division or D/Commrs. and CM/PS equivalents at National Headquarters will be the decision-making authority.

2. 1. 6. **Final review** means an administrative review of employee self-disclosure information and other relevant information, by the DMHR, to determine eligibility of an employee to continue in a staffing action, having regard to the disclosure requirements of OM ch. 20.1. and the factors outlined in ch. 3., sec. 3.9.2.1. to 3.9.2.7. The relevance of any previous finding that the member has contravened the Code of Conduct to the position in question will be assessed on a case-by-case basis. See ch. 3.

2. 1. 7. **Impacted member** means a member impacted by an organizational change that is not a WFA situation, and as a result, has been afforded a priority status.

2. 1. 8. **National Priority List** means the electronic list containing the names of members who possess national priority status. The list is retained in HRMIS. It is designed to facilitate the transfer of priority members.

2. 1. 9. **Organizational change (that is not a WFA situation)** means a situation that occurs when the Commissioner decides that an organizational restructuring is required due to budgetary constraints, realignment of services, government initiatives, or any other organizational or operational requirement that will result in members being transferred to available vacancies, rather than being declared surplus to the RCMP establishment.

2. 1. 10. **Over-ranking** means the situation when an affected or impacted RM is transferred to a post comprised of duties which are classified at a lower rank.

2. 1. 10. 1. Over-ranking of an affected or impacted RM is to be established in exceptional circumstances only, is at the discretion of the CO/delegate of each division, or D/Commrs. or CM/PS equivalents at National Headquarters, and is subject to the availability of funds.

2. 1. 11. **Priority administration** means the administrative process used to facilitate the transfer of priority members listed on the National Priority List, to an alternate post or position.

2. 1. 12. **Priority clearance** means the administrative process of obtaining approval from the Career Development and Resourcing (CDR) Office, or in the case of a national vacancy management approach, approval from the National Vacancy Management Unit (NVMU), to fill a post or position through means other than priority administration. See sec. 8.1.

NOTE: When no priority candidate is successfully selected, a priority clearance number is normally issued for a staffing action request.

2. 1. 13. **Priority member** means an impacted or affected member, or a member who is given a priority status as a result of a qualifying change to his/her personal circumstances.

2. 1. 14. **Priority status** means priority consideration for a reasonable job offer given to a priority member in accordance with App. 7-1.

2. 1. 15. **Reasonable Job Offer** means a final formal offer made to a priority member consisting of Notification of Transfer Planning, Form 1272, accompanied by a formal job offer letter. A reasonable job offer for RMs is normally to a post at the same rank. For CMs, a reasonable job offer is normally to a position at an equivalent group and level (see NCM ch. 2.9.), but does not preclude a voluntary demotion.

EXCEPTION: In the case of affected members, this includes a higher or lower rank or group and level with salary-protection provisions.

2. 1. 16. **Relocation** means the physical movement of a priority member (and, where applicable, spouse and/or dependant), and household goods and effects from the principal residence at the former place of duty to the replacement principal residence. See the Integrated Relocation Program.

2. 1. 17. **Salary protection** means an affected member appointed to a lower rank (RM), or reassigned to a lower-level position (CM) will, for pay-administration purposes, be deemed to have retained his/her former rank or group, sub-group and/or level. The member's priority status is amended to one of Salary Protection until such time as he/she is normalized.

2. 1. 18. **STE Perm** means a type of priority under this Directive wherein an RM whose surplus to establishment transfer to an operational or administrative function has been concluded and the transfer (a) did not involve the designation of the member to a position number in HRMIS; and (b) upon conclusion of the transfer, the member cannot return to his/her substantive post or position because it is no longer available.

2. 1. 19. **STE Temp** means an RM whose temporary surplus to establishment assignment to an operational or administrative function has been concluded and the transfer (a) did not involve the designation of the member to a position number; and (b) upon conclusion of the assignment, the member can return to his/her substantive post or position. Members who are STE Temp are not priority members under this Directive.

2. 1. 20. **Work force adjustment (WFA) situation** - see App. 6-1, sec. 4.19.

3. National Priority List

3. 1. A National Priority List of the names of priority members will be maintained on HRMIS and administered by each divisional CDR Office.

EXCEPTION: When a NVMU is established by the CHRO.

3. 2. The National Priority List contains the names of the members within the RCMP who have been given a priority status entitlement due to an organizational change, or a qualifying change to the member's personal circumstances identified below. The placement

of priority members in posts or positions within the member ranks or levels, as applicable, will be considered in the following order:

3. 2. 1. a member who has been affected as a result of a WFA situation who meets the essential requirements of the position (see sec. 2.1.5.), and if deemed necessary, any required training can be provided. See ch. 6.;

3. 2. 2. a member who has been impacted by an organizational change that is not a WFA situation (considered in no particular order):

3. 2. 2. 1. an organizational change that is not authorized by the Commissioner as a WFA situation;

3. 2. 2. 2. when the post an RM is occupying changes to a CM or PS category, and the RM refuses a presented option to change category of employee, or when the position a CM is occupying changes to a PS category, and the CM refuses a presented option to change category of employee;

EXCEPTION: This provision will not apply when CMs are impacted by the *Enhancing Royal Canadian Mounted Police Accountability Act* Category of Employee (COE).

3. 2. 2. 3. a member who is an STE Perm as defined in sec. 2.1.18.;

3. 2. 2. 4. an RM in an over-ranking situation or a CM in a salary-protection situation;

3. 2. 2. 5. a member who is displaced as a result of an upward or downward reclassification of the position that he/she is occupying;

NOTE: The effective date of such priorities is the date of the reclassification decision.

3. 2. 2. 6. a member who is returning from leave without pay due to the relocation of a spouse or common-law partner who is an RCMP member or employee; or

3. 2. 2. 7. a member who is displaced as a result of another member's return from a leave of absence.

3. 2. 3. A qualifying change to a member's personal circumstances (considered in the following order, and after placement or consideration of priority members due to an organizational change, who meet the priority status entitlement criteria):

3. 2. 3. 1. a member who receives approval for a compassionate transfer (see App. 3-1); or

3. 2. 3. 2. a member who returns from leave without pay where the position the member formerly occupied is no longer available. See NCM ch. 3.2.

4. Priority Status Entitlement Period

4. 1. The entitlement period for each priority type is limited and is subject to certain conditions as specified in this section. The entitlement period for members given priority status as a result of an organizational change start and end as follows:

4. 1. 1. A priority status entitlement period given to a member as a result of a WFA situation is governed by the Work Force Adjustment Directive. See App. 6-1.

4. 1. 2. Members impacted by an organizational change that is not classified as a WFA situation (see sec. 3.2.1.) – the priority entitlement period is normally for six months and commences the day the member is advised that he/she is impacted by an organizational change and ends on the date of one of the following events, whichever occurs first:

4. 1. 2. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS. See sec. 2.1.15.;

4. 1. 2. 2. the member refuses a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see sec. 2.1.15.) without a valid reason according to ch. 3., sec. 1.1.14.;

4. 1. 2. 3. the priority status entitlement period expires without a placement, at which time the member's situation will be reviewed; or

4. 1. 2. 4. the member submits his/her Discharge Request, Form 1733.

EXCEPTION: An RM who is over-ranked or a CM who is salary protected as a result of a WFA situation retains the priority status of salary protection to transfer within the member's substantive rank or group and level as applicable, commencing on the date the RM is over-ranked or CM is salary protected and ends on the date of one of the events listed above, whichever occurs first, or subsequent to the initial placement, the priority RM/CM chooses to leave the position where he/she is over-ranked/salary protected.

4. 1. 3. A member who is displaced as a result of another member's return from a leave of absence has priority status, commencing the day on which the returning member returns, and ends on the date of one of the events listed in sec. 4.1.2.1. to 4.1.2.4., whichever occurs first.

4. 2. The priority status entitlement period for members given priority status as a result of a qualifying change in his/her personal circumstances start and end as follows:

4. 2. 1. Compassionate transfers – priority status entitlement commences on the date the request for a compassionate transfer is approved, for a 12-month period, and ends on the date of one of the following events, whichever occurs first:

4. 2. 1. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS. See sec. 2.1.15.;

4. 2. 1. 2. the member refuses a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see sec. 2.1.15.) without a valid reason according to ch. 3., sec. 1.1.14.;

4. 2. 1. 3. the 12-month priority period expires without a transfer;

4. 2. 1. 4. the member submits his/her Discharge Request, Form 1733; or

4. 2. 1. 5. the compassionate transfer is no longer required.

4. 2. 2. Leave Without Pay (LWOP) – members who are going on LWOP will be placed on the National Priority List, but will not be activated for referrals until such time as the member has notified the Career Development and Resourcing Advisor (CDRA) of his/her desire to return to work. As a result, the LWOP priority status entitlement commences the first day on which the member notifies the CDRA of his/her desire to return to work, in accordance with NCM ch. 3.2., and ends on the date of one of the following events, whichever occurs first:

4. 2. 2. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see sec. 2.1.15.) during the specified leave period;

4. 2. 2. 2. the member refuses a reasonable job offer initiated in HRMIS (see sec. 2.1.15.) without a valid reason according to ch. 3., sec. 1.1.14.;

4. 2. 2. 3. the specified leave period expires without a transfer; or

4. 2. 2. 4. the member submits his/her Discharge Request, Form 1733.

4. 3. If the priority period expires without an appointment, the member's situation will be reviewed and appropriate action will be taken.

5. Priority Registration

5. 1. All priority members listed in sec. 3.2.1., 3.2.2., and 3.2.3. must be registered on the National Priority List by the CDRA.

EXCEPTION: In situations where a NVMU has been established, registration of priority members on the National Priority List will be conducted by the NVMU.

5. 2. Only priority members who are within the categories outlined in sec. 3.2.1., 3.2.2., and 3.2.3. can be registered on the National Priority List.

5. 3. The OIC/ic of the respective CDR Office is responsible for verifying the validity and dates of each new registration received from the division.

5. 4. Once designated a priority, the priority member is responsible for contacting the CDRA to receive confirmation and explanation of the priority status entitlement and related obligations and procedures.

6. Assessment of Priority Members

6. 1. When filling posts or positions, qualified members will typically be considered in accordance with the order outlined in App. 7-1.

6. 2. All involved parties responsible for the referral, assessment, and placement of a priority member must be guided by the core values of the RCMP when contacting and assessing priority members.

6. 3. Priority RMs will be selected ahead of all others when filling an RM lateral transfer requirement, provided the priority RM meets all of the essential requirements for the

post/position, as defined in sec. 2.1.5., and where any training for competencies or special requirements can be provided.

6. 3. 1. In cases where no priority RM meets all of the essential requirements for the RM post/position, secondary consideration may be given to priority RMs who meet the security, medical, and language requirements, and have education credentials deemed relevant and sufficient by the hiring manager, in consultation with the divisional OIC, CDR, or, where training can be provided in a reasonable period of time for competencies or special requirements that are not met.

6. 4. Priority CMs will be selected ahead of all others when filling a CM lateral transfer requirement (see NCM ch. 2.9.), including by voluntary demotion, provided the priority CM meets all of the essential requirements for the position, as defined in sec. 2.1.5.

6. 4. 1. In cases where no priority CM meets all of the essential requirements for the position, secondary consideration may be given to priorities who meet the security, medical, and language requirements, and have education credentials deemed relevant and sufficient by the hiring manager, in consultation with the divisional OIC, CDR, or, where training can be provided in a reasonable period of time for competencies or special requirements that are not met.

6. 5. The Line Officer/manager and the CDRA of the post/position for which the priority member is being assessed, must consider requests for assessment accommodations from persons with disabilities in his/her assessment process, as in any other staffing process.

6. 6. In situations where a priority RM was referred to the Line Officer for consideration for a post, or a priority CM applies for a position, but was not selected for the transfer, the Line Officer/manager in charge of the post/position must provide a clear, written justification for the reasons the priority member was not selected, to the DMHR/delegate, for furtherance to the priority member.

6. 6. 1. In situations where the DMHR/delegate does not support the justification provided by the Line Officer, the situation will be discussed further, and if necessary, with the CO, for resolution. Once the situation is resolved, the DMHR/delegate will provide the appropriate feedback to the CDRA for furtherance to the priority member.

7. Roles and Responsibilities

7. 1. A delegated authority is responsible for:

7. 1. 1. ensuring fairness, transparency, and adherence to policy provisions when carrying out delegated responsibilities related to administration of priorities across the Force;

7. 1. 2. ensuring divisions access the established National Priority List through CDR when filling member posts and to advertise available CM vacancies through the CM national priority job opportunity process as applicable;

7. 1. 3. where practicable, refraining from engaging RCMP Reservists when the transfer of a priority member could occur; and

7. 1. 4. working with the appropriate delegated authorities to resolve any issues pertaining to the placement of priority members.

7. 2. A priority member is responsible for:

7. 2. 1. entering his/her career preferences in the Career Preferences module in HRMIS;

7. 2. 2. in the case of CMs, applying to a national priority lateral job opportunity that would be considered a reasonable job offer, according to sec. 2.1.15.;

EXCEPTION: Applying to a national priority job opportunity that would be considered a voluntary demotion is strictly voluntary.

7. 2. 3. providing timely information to effect his/her transfer;

7. 2. 4. providing accurate information about the availability of his/her geographic preferences, interest in job type within the member's rank or level as applicable, and any other information pertinent to the transfer;

7. 2. 5. immediately informing the departing division of any updates to his/her information;

7. 2. 6. contacting the divisional Employee and Management Relations Office, in cases where he/she has certified medical limitations and restrictions, or is certified as ready to return to work;

7. 2. 7. actively participating in the RM priority referral process or for CMs, the priority candidate job advertisement process, whichever is applicable, by seriously considering all priority placement opportunities to retain his/her status as a member within the RCMP;

7. 2. 8. responding quickly when contacted about a potential placement;

7. 2. 9. being readily available and prepared for assessments by divisions to whom he/she has been referred;

7. 2. 10. in the case of a CM, applying to lateral CM national priority job opportunities or regular job advertisements posted on the RCMP Infoweb;

7. 2. 11. advising the CDRA of his/her division when he/she has applied to a particular job advertisement, within his/her member category of employee; and

7. 2. 12. being available to accept a reasonable job offer anywhere in Canada.

8. Priority Placement

8. 1. Unless otherwise directed by the CHRO, all staffing actions require priority clearance. See sec. 2.1.12.

EXCEPTION: Constable rank promotions and lateral transfers within the Constable rank.

8. 1. 1. If the possible transfer of a priority member will result in a non-priority member becoming a priority, the priority placement process may not apply, e.g. reclassification of occupied positions.

8. 2. The CDRA, or NVMU, whichever is applicable, will refer a priority RM for lateral job opportunities and, CMs will apply to CM national priority job opportunities, wherein, in either case, accepted transfers will be approved for the member in the following order:

8. 2. 1. in accordance with the order of consideration as outlined in App. 7-1; and

8. 2. 2. in the following order of consideration:

8. 2. 2. 1. placement opportunities not involving a cost-move transfer; followed by

8. 2. 2. 2. placement opportunities involving a cost-move transfer.

8. 3. As a result, there may be situations where a relocation of the priority member may be required as defined in the Integrated Relocation Program.

8. 4. All issues related to discipline or performance must be made known to the priority member's DMHR at the time of consideration for priority placement.

8. 5. The priority member has 48 hours to accept a reasonable job offer that does not involve a cost-move transfer.

8. 6. The priority member has seven working days to accept a reasonable job offer that involves a cost-move transfer.

8. 7. If a priority member receives a job offer for which he/she disagrees is reasonable, he/she can request, through his/her CDRA, that the DMHR review the job offer to determine if it should be deemed reasonable.

8. 7. 1. Upon review, if the DMHR concludes that the job offer is not reasonable, the CDRA will be notified and the job will be placed back on to the National Priority List, as outlined in sec. 4.

NOTE: The effective date of the priority member's entitlement period remains unchanged.

8. 7. 2. Upon review, if the DMHR decides that the job offer is reasonable, he/she will consult with the divisional OIC/ic, CDR, the Dir., National Staffing Program, and advise the priority member of the outcome.

8. 8. If required, the CHRO will order the transfer.

8. 9. Should the member fail to report to the new location by the report-for-duty date, consideration will be given to initiating an Employment Requirements Process. See Sec. 20.2 and 22, *RCMP Act* and para. 6(b), *CSO (Employment Requirements)*.

8. 10. Should the transfer involve a cost-move, the priority member is expected to engage Relocation Services in accordance with Integrated Relocation Policy provisions.

9. Civilian Member National Priority Job Opportunities

9. 1. Civilian Member national priority job opportunities will be posted on the RCMP Infoweb.

NOTE: CMs who have confirmed their return from LWOP according to policy, will be informed of any CM national priority job opportunities through their divisional CDR Office.

9. 2. To be considered for the position, the priority candidate must meet the essential requirements of the position as defined in sec. 2.1.5.

9. 3. There is no priority consideration given to those who have applied as a lateral priority candidate versus a voluntary demotion priority candidate. For order of consideration, see sec. 6.1., sec. 6.4., and App. 7-1.

9. 4. A File Review Summary and Employee Profile Information Sheet will be submitted to the hiring manager for consideration should the priority candidate meet the essential requirements of the position and have a satisfactory Final Review.

9. 5. The transfer of the successful priority candidate must be a lateral transfer, or a voluntary demotion. As such:

9. 5. 1. the appointment of the successful priority candidate cannot result in a salary protection situation of a priority member, therefore the selected candidate will assume the group and level of the position being advertised, and any compensation attached thereto; and

EXCEPTION: Members afforded salary-protection rights as a result of WFA situation. See CMM 6-1, sec. 7.

9. 5. 2. a priority member cannot be promoted as a result of a CM national priority job opportunity process.

9. 6. When a priority candidate is selected through the CM national priority job opportunity process, the job opportunity will be considered the reasonable job offer of the successful candidate, therefore the provisions outlined in this Directive pertaining to reasonable job offers will apply.

9. 7. It is the responsibility of the priority candidate to ensure that all applicable diplomas, certificates, and academic accreditation are submitted for filing to his/her service file for reference and verification of educational requirements for CM priority opportunities.

9. 8. It is the responsibility of the priority candidate to advise the CDRA responsible for filling the position should his/her priority status change.

10. Priority Member Applications for Non-Priority Job Opportunities

10. 1. A priority member is entitled to apply to advertised opportunities within his/her respective category of employee.

EXCEPTION: A non-commissioned, priority RM can only apply within the non-commissioned, RM equivalent ranks, as a priority member.

10. 2. When a priority member applies on an advertised job opportunity of equal rank or group and level, the hiring manager will assess the priority member in advance of all others, according to sec. 6.

10. 2. 1. In such cases, ch. 3. will apply.

10. 3. When a priority member applies on an advertised job opportunity at a higher rank or group and level, the provisions of ch. 4. will apply.

EXCEPTION: The priority member will be deemed an identified staffing region candidate. For a definition of Staffing Region, see ch. 4., sec. 10.2.15.

10. 4. When a priority member applies on an advertised job opportunity that would result in a voluntary demotion, he/she will be deemed an identified staffing region candidate.

10. 5. When a priority member applies to a non-priority job advertisement, he/she must advise the NVMU and his/her divisional CDRA by sending a notification to the applicable Centralized Mailbox Transfer Repository (CMTR) mailbox.

11. Over-Ranking of Regular Members and Salary Protection of Civilian Members

11. 1. Affected RMs and CMs who agree to be placed in an over-ranking/salary-protection situation, as a result of being referred to or applying to the post/position through priority administration, will retain the rank or group and level he/she held before the placement and will be converted to an over-ranked/salary-protection priority status.

11. 2. Over-ranked/salary-protection priority entitlements commence the date on which an affected RM/CM is transferred to a post/position having a lower rank or group and level, and ends the earliest of the date on which:

11. 2. 1. the affected RM/CM is transferred to a post/position at the rank or group and level he/she held before the over-ranking/salary-protection situation;

11. 2. 2. subsequent to the initial placement, the affected RM/CM voluntarily chooses to leave the post/position where he/she is over-ranked/salary protection;

11. 2. 3. the affected RM/CM refuses a formal reasonable job offer without a valid reason, which would have returned the affected RM/CM to his/her rank or group and level; or

11. 2. 4. the affected member submits his/her Discharge Request, Form 1733.

12. Relocation and Travel

12. 1. A priority member who is required to travel to attend interviews for possible transfer within the RCMP must obtain pre-approval from his/her Line Officer if he/she intends to seek reimbursement for travel expenses. Approval of the request for travel expenses will be

assessed pursuant to FMM ch. 9.8., and according to the rates and allowances outlined in the National Joint Council (NJC) *Travel Directive*.

12. 2. Relocation expenses incurred as a result of accepting a reasonable job offer will be managed according to the Integrated Relocation Program.

13. Monitoring

13. 1. Divisions will retain a central repository of information on all priority administration cases occurring under the governance of this Directive, including the:

13. 1. 1. reasons for the action;

13. 1. 2. number of members given priority status entitlements;

13. 1. 3. occupational groups and levels of priority members;

13. 1. 4. date the priority status was given;

13. 1. 5. number of priority members placed without retraining;

13. 1. 6. number of priority members retrained, including the number of salary months used in such training;

13. 1. 7. levels of posts/positions to which priority members were transferred;

13. 1. 8. cost of any salary protection; and

13. 1. 9. the number and group and level of job opportunities and outcomes that a priority CM applied for during his/her priority period.

EXCEPTION: When circumstances warrant a national approach, the National Staffing Program will be responsible for establishing a NVMU to retain a central repository of information on all priority management cases occurring under this Directive, as outlined in sec. 13.1.

13. 2. For monitoring and oversight purposes, the CDRAs must retain the priority clearance number on the staffing files and other written information about the assessment process, including the results for each priority member considered.

EXCEPTION: When circumstances warrant a national approach, the NVMU will be responsible for sec. 13.2.

References

- Part III, IV, and V, *RCMP Act*
- *RCMP Regulations, 2014*

- *Commissioner's Standing Orders (Employment Requirements)*
- *Public Service Employment Regulations*, Paragraph 8
- Workplace Accommodation for Members

Date Modified: 2016-09-02

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CMM - App. 7-1 - Order of RCMP Priority Considerations

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Directive Amended: 2016-09-02

Priorities Managed Outside of the National Priority List	National Priority List Priorities	Comments
	1. Members deemed priorities as a result of a work force adjustment (WFA) situation.	Within this priority type, impacted DTAs are first consideration when impacted DTA member meets essential requirements of the position and certified restrictions can be accommodated.
2. New Duty to Accommodate, administered under Workplace Accommodation for Members (AM II.36.)		Process managed by EMRO in conjunction with member and CDRA. See ch. 7., sec. 1.7. for process of placing priorities managed outside of the National Priority list.
3. (In no particular order) • Northern Posts (NPs)[1] • Isolated Posts (IPs)[1] • Limited Duration Posts (LDPs)[1] • Missions • Liaison Officer Posts		Placement of NPs, IPs, LDPs, Missions based on documented return posting arrangements. See ch. 7., sec. 1.7. for process of placing priorities managed outside of the National Priority list.

• Placements required as a result of a grievance resolution • Voluntary category of employee conversion to another category of employee by regular members impacted by organizational change		
	4. Members deemed priorities as a result of an organizational change not leading to a WFA situation: 4. 1. Members with an existing accommodation who are impacted by an reorganization that is not a WFA situation, where the member's certified limitations and restrictions can be accommodated 4. 2. Other members impacted by a reorganization that is not a WFA situation (considered in no particular order): • Organizational change not leading to a WFA situation • "Civilianization" (ch. 7., sec. 3.2.2.2.) • STE PERM • Over-ranked/Salary Protected • Upward/Downward Reclassification • Return from LWOP due to member relocation	Within this priority type, impacted DTAs are first consideration when impacted DTA member meets essential requirements of the position and certified restrictions can be accommodated. Order of Consideration for priorities referred from National Priority List: 1. By Priority Type 2. Meets Essential Requirements 3. No Cost Move 4. Cost Move
	5. Displaced Member as a result of another member returning from leave.	
	6. Members deemed a priority as a result of a qualifying change to a member's personal circumstances (in the following order): 6. 1. Compassionate Transfer 6. 2. Return from LWOP	

NVMU Priority Clearance Received		
7. Succession planned members scheduled to be redeployed from Depot (excluding newly engaged members), the Musical Ride and the Canadian Police and succession planned Non-Priority Regional Candidates (HRMIS search)		
8. Succession planned Non-Priority National candidates (HRMIS search)		

[1] Documented return posting arrangements will be honoured.

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Date Modified: 2016-09-02

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Bulletin CMM-793 - CM Promotion - Consideration Process

Published: 2012-03-08 (R. 2015-02-25) - Related ch. 4.

1. General

1. 1. Effective immediately, the following employees may participate in the CM Promotion Process in addition to those listed in ch. 4. sec. 2.7.:

1. 1. 1. All CMs who are eligible and interested.

1. 1. 2. RMs, PSEs employed by the RCMP hired before 2011-12-12 or through a full recruiting process (advertisement and structured interview) may submit an application package.

1. 2. For the Consideration Process, see sec. 2.

1. 3. If selected, the successful candidate must convert to CM status.

2. Consideration process

2. 1. Applicants will be considered in the following order:

2. 1. 1. First consideration: CMs.

2. 1. 2. Second consideration: RMs and PSEs.

2. 2. If there is one or more candidate in the First consideration group, they will advance to the Resumé Scoring Tool.

2. 3. All successful candidates after the Resumé Scoring Tool will advance to the Structured Interview.

2. 4. If there are no successful First Consideration candidates after the Structured Interview stage, proceed to the Second consideration group.

ORIGINATED BY:

National Staffing Program

Date Modified: 2015-02-25

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Bulletin CMM-795 - Changes to Service Delivery Model - CM non-EX Staffing Responsibilities

Published: 2012-10-10 (R. 2015-06-04) - Related ch. 3., ch. 4., ch. 5., AM-ch.25G

1. Effective 2012-09-10, Executive/Officer Development and Resourcing (E/ODR) will no longer offer staffing or recruiting services for senior management/officer-equivalent and executive-equivalent CMs. E/ODR will continue to provide staffing and recruiting services to CMs of the executive occupational group levels, SPS EX-01 to SPS EX-05. See AM App. I-1-2.

1. 1. The responsibility to staff and recruit senior management/officer-equivalent and executive-equivalent CMs will be transferred from the DG, E/ODR, to the:

1. 1. 1. Delegated Manager for Human Resources/delegate, National Headquarters, for lateral transfer, promotion, recruitment, unpublished job requirements and competency profiles;

1. 1. 2. Director, National Staffing Program, for job-code development and staffing policy; and

1. 1. 3. Director, National Recruiting Program, for recruiting policy.

1. 2. The authorities listed in sec. 1.1. will equally apply existing provisions listed in this bulletin to all employees.

1. 3. Should this change pertain to your occupational group, you are encouraged to become familiar with the relevant chapters in the CMM.

NOTE: This change is limited to the service delivery model. It has no impact on senior management/officer-equivalent and executive-equivalent CM benefits, compensation, and entitlements currently available to these groups.

Originated by:

National Staffing Program

Date Modified: 2015-06-04

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Bulletin CMM-801 – Interim staffing process for Civilian Member (CM) and Public Service (PS) positions

Published: 2016-06-15 (R. 2019-09-18) - Related ch. 3., ch. 4.

1. General

1. 1. Effective 2016-06-01, the provisions of this bulletin will apply when staffing CM and PS positions in the RCMP.

1. 2. All positions will be staffed using PS staffing processes and qualification standards. See Qualification standards for the core public administration by occupational group or classification.

1. 2. 1. Hiring managers are required to use alternative qualification standards if they exist for the following groups CP/CS – ESS/EC – LN/IS – PN/PE.

1. 3. The following exceptions to sec. 1.2. will apply:

1. 3. 1. Internal and external CM staffing processes that began prior to 2016-06-01 will proceed using the regular CM process. Selected candidates will be engaged as CM.

1. 3. 2. The use of existing, valid CM eligibility lists will continue.

1. 3. 3. Positions belonging to the following occupational groups are excluded from this policy and will continue to be staffed using CM staffing processes outlined in the CMM:

1. 3. 3. 1. Aircraft Maintenance Engineer (AME); and

1. 3. 3. 2. Forensic Identification Technician (FIT).

1. 4. A CM who is the successful candidate for a PS position may choose to remain a CM until deeming occurs.

1. 5. When sec. 1.4. applies:

1. 5. 1. the position will be converted to a CM position at the equivalent occupational group and level. See AM App. 1-1-2 RCMP Categories and Occupational Groups and Subgroups.

1. 5. 2. The member will be appointed using the regular CM process.

1. 6. A CM will no longer be required to serve a minimum of three years in his/her current position before being considered for lateral opportunities.

2. Advertising

2. 1. The federal PS employment website, https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs.html will be used to advertise PS and CM job opportunities.

2. 2. CM priority job opportunities will no longer be posted on the RCMP Infoweb.

2. 3. The area of selection and the length of time an internal job advertisement is posted will be determined by the hiring manager in consultation with the Career Development and Resourcing (CDR) or Public Service Human Resources (PSHR) advisor.

EXCEPTION: Until 2016-12-31 internal job advertisements will be posted for a minimum of 14 days.

3. Staffing Process

3. 1. The PS appointment process is the main mechanism for filling CM and PS vacancies.

3. 1. 1. The staffing option selected will be determined by the hiring manager in consultation with the PSHR advisor.

3. 2. CMs and PSEs will be given equal consideration when applying to job opportunities within the RCMP.

3. 3. CM priorities will be considered for vacancies prior to requesting the Public Service Commission priority clearance.

3. 3. 1. The divisional Career Development Resourcing office will advise CM priority candidates of job opportunities at the member's current occupational group and level.

Date Modified: 2019-09-18

Ceremonial Protocol and Drill Manual - ch. 1.1. National Flag and RCMP Ensign

Moved from AM ch. I.9.: 2014-06-03

For information regarding this policy, contact Corps Sergeant Major, Commissioner's Office.

1. Policy
2. National Flag Protocol and Precedence
3. RCMP Corps/Ensign
4. Commissioner's Personal Standards
5. Half-Masting of National Flag
6. Honouring RCMP Employees
7. Honouring Law Enforcement and Canadian Forces Personnel
8. Royal and Vice-Regal Standards

App. 1-1-1 RCMP Corps/Ensign Precedence Protocol

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1. Policy

1. 1. This policy establishes an internal procedure in accordance with Government of Canada guidelines, and as authorized by the Minister of Public Safety, for the half-masting of the National Flag of Canada within the Royal Canadian Mounted Police (RCMP) in the event of the death of an RCMP employee.

1. 2. This policy will comply with the half-masting of the National Flag as well-established procedures and protocols to bestow an honour and express a collective sense of sorrow when a death has occurred as prescribed in this policy, or to recognize a prescribed national event.

1. 3. The Department of Canadian Heritage will instruct all relevant authorities of when to half-mast the National Flag. This notification will stipulate the reason, geographical extent and duration of the half-masting. In turn, the CSM/delegate will notify affected RCMP stakeholders.

1. 4. This directive applies to all buildings and establishments across Canada under the responsibility of the RCMP.

2. National Flag Protocol and Precedence

2. 1. The National Flag takes precedence over all other national flags when flown in Canada.

2. 1. 1. The only flag to which precedence is given over the Canadian flag are the personal standards of Her Majesty, members the Royal Family and her eleven representatives in Canada, i.e. The Governor General and 10 Lieutenants Governor.

2. 2. When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, men should remove their hats, and all should remain silent.

2. 2. 1. Those in uniform should salute.

2. 3. The National Flag of Canada should not be used as a table or seat cover, as a masking for boxes or as a barrier on a dais or platform.

2. 3. 1. Nothing should be pinned to, or sewn on the National Flag of Canada.

2. 3. 2. It should not be signed or marked in any way.

2. 4. The National Flag will be flown at all RCMP buildings and establishments across Canada.

2. 5. Flags will be flown daily from sunrise to sunset. There is no requirement to raise and lower daily or illuminate the flag.

2. 6. When raising and lowering more than one flag, the National Flag will be the first raised and last lowered.

EXCEPTION: When all are raised and lowered simultaneously.

2. 7. Flags flown together must be approximately the same size and flown from separate flagpoles, at the same height.

EXCEPTION: The Commissioner's personal standard.

2. 8. For the purposes of this chapter, the following definitions apply:

2. 8. 1. **"flag"** means the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabth II, Queen of Canada, on 1965-02-15.

2. 8. 2. **"employee"** means civilian member, public service employee, regular member and other personnel such as special constable, auxiliary constable, reservist.

2. 8. 3. **"RCMP buildings and establishments"** means a location where the RCMP has care and control of the building or establishment.

2. 8. 4. **"in the line of duty death"** means the death of an employee while carrying out his or her lawfully assigned duties, domestically or internationally.

2. 8. 5. **"National Headquarters (NHQ)"** means the Nadon Building located at 73 Leikin Drive, Ottawa, Ontario.

3. RCMP Corps/Ensign

3. 1. The RCMP corps ensign and the various divisional ensigns may be flown with the National Flag.

3. 2. When the RCMP corps ensign and various divisional ensigns are being flown together, they will be flown in accordance to precedence. See App. 1-1-1.

3. 3. When half-masting an Ensign, the procedures outlined in sec. 5.3. must be followed.

3. 4. An Ensign should not be used as a table or seat cover, as a masking for boxes or as a barrier on a dais or platform.

3. 4. 1. Nothing should be pinned to, or sewn on the Ensign.

3. 4. 2. An Ensign should not be signed or marked in any way.

4. Commissioner's Personal Standard

4. 1. The Commissioner's personal standard may be flown with the National Flag and the RCMP ensigns to indicate the Commissioner's presence at a location.

4. 2. The Commissioner's personal standard must be at least one size smaller than the National Flag and RCMP ensigns.

4. 3. When one ensign is flown with the National Flag, the Commissioner's standard must be attached immediately below the ensign.

4. 4. When two or more ensigns are flown with the National Flag, the Commissioner's standard is flown immediately below the RCMP's ensign.

4. 4. 1. If the RCMP's ensign is not flown, the Commissioner's personal standard is flown below the ensign of the division being visited.

4. 5. The Commissioner's personal standard must never be flown at half-mast.

5. Half-Masting of National Flag

5. 1. The Corps Sergeant Major (CSM)/delegate is responsible for ensuring that directives on raising and lowering the flag are communicated within the RCMP as required.

5. 2. When several flags are flown together, half-mast all flags.

EXCEPTION: The Commissioner's personal standard.

5. 3. The position of the flag when flying at half-mast will depend on its size, the length of the mast and its location.

5. 3. 1. Generally, the centre of the flag should be exactly half-way down the mast.

5. 3. 2. When hoisted to, or lowered from the half-mast position, a flag should be first raised to the masthead.

5. 4. According to the *Rules for Half-masting the flags of Canada* administered by the Department of Canadian Heritage, the flag will be half-masted on all federal buildings and establishments in Canada from sunrise to sunset on the following days:

5. 4. 1. April 28, Workers' Mourning Day;

5. 4. 2. last Sunday in September, Police and Peace Officers' National Memorial Day;

5. 4. 3. November 11, Remembrance Day; and

5. 4. 4. December 6, National Day of Remembrance and Action on Violence Against Women.

5. 5. Flags on all RCMP buildings and establishments across Canada will immediately be flown at half-mast upon notification of death, until sunset the day of the funeral or commemorative service of:

5. 5. 1. the current Sovereign,

5. 5. 2. current Governor General, and

5. 5. 3. current Prime Minister.

5. 6. Half-masting for other government officials is outlined on the Canadian Heritage website under *Flag of Canada (The National)*; *Half-Masting of Flags*; *Rules for Half-Masting*.

6. Honouring RCMP Employees

6. 1. Flags on all RCMP buildings and establishments across Canada will immediately be flown at half-mast upon notification of death, until sunset the day of the funeral and/or commemorative service and/or burial of:

6. 1. 1. a serving employee killed in the line of duty, and

6. 1. 2. the Commissioner.

6. 2. Flags on all RCMP buildings and establishments at National Headquarters and divisional headquarters across Canada will be flown at half-mast upon official notification of death, until sunset the day of the funeral and/or commemorative service and/or burial of:

6. 2. 1. a member of the Senior Executive Committee.

6. 3. Flags on all RCMP buildings and establishments at National Headquarters and the affected division will be flown at half-mast upon official notification of death, until sunset the day of the funeral and/or commemorative service and/or burial of a serving divisional Commanding Officer.

6. 4. Flags on all RCMP buildings and establishments at National Headquarters, the affected divisional headquarters and the local detachment, will be flown at half-mast on the day of the funeral and/or commemorative service and/or burial of a serving member.

6. 5. When this policy is enacted, the CSM/delegate will advise the Manager of State, Ceremonial and Protocol at the department of Canadian Heritage of the circumstances of death and the date of the funeral or commemorative service.

7. Honouring Law Enforcement and Canadian Forces Personnel

7. 1. When directed by Canadian Heritage, in consultation with the respective province or territorial protocol office, flags on all RCMP buildings and establishments within the respective province or territory will be flown at half-mast from notification of death of a serving member of:

7. 1. 1. a law enforcement agency, or

7. 1. 2. the Canadian Forces who was killed on duty.

8. Royal and Vice-Regal Standards

8. 1. When a royal or vice-regal person visits a unit, his/her personal standard should be flown.

8. 2. The visitor's Aide-de-camp is responsible for conveying the royal or vice-regal standard to the site of the visit before the official party arrives.

References

Date Modified: 2014-06-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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Ceremonial Protocol and Drill Manual - App. 1-1-1 RCMP Corps/Ensign Precedence Protocol

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Moved from AM ch. I.9.: 2014-06-03

1. When RCMP ensigns are being flown together, they will be flown in the following order from left to right:

Corps Ensign
1885 – Depot
1885 – F Division
1887 – K Division
1919 – D Division
1919 – E Division
1920 – HQ Division
1920 – O Division
1932 – C Division
1932 – H Division
1932 – J Division
1932 – L Division
1949 – B Division
1974 – G Division
1974 – M Division
1991 – Musical Ride
1999 – V Division
2013 - National Division

2. When one ensign is flown with the National Flag, the National Flag must be on the left of the observer facing the flags.

3. When two ensigns are flown with the National Flag, the National Flag must be in the center with the ensign of higher precedence on the left and the other ensign on the right of the observer facing the flags.

4. Where a series of divisional ensigns are being flown alongside their corresponding provincial and territorial flags, the order of precedence for the provincial and territorial flags will take priority over the order of precedence for the ensigns. The order of precedence for provincial and territorial flags is the order in which they joined Confederation:

Ontario (1867)
Quebec (1867)
Nova Scotia (1867)
New Brunswick (1867)
Manitoba (1870)
British Columbia (1871)
Prince Edward Island (1873)
Saskatchewan (1905)
Alberta (1905)
Newfoundland (1949)
Northwest Territories (1870)
Yukon (1898)
Nunavut (1999)

5. When the corps or divisional ensign is flown without a National Flag at RCMP buildings or establishments, it will immediately be flown at half-mast upon notification of death until sunset on the day of the funeral and/or commemorative service and/or burial. This applies to:

5. 1. a serving member of a law-enforcement agency who is killed while on duty, or

5. 2. a serving member of the Canadian Forces who is killed on duty.

6. When the corps or divisional ensign is flown without a National Flag at an RCMP building or establishment in a detachment area, it will be flown at half-mast from sunrise to sunset the day of the funeral and/or commemorative service and/or burial of:

6. 1. an employee serving locally;

6. 2. a member serving in another area for whom the funeral is held locally; or

6. 3. a local person of civil prominence, as approved by the Commanding Officer, in consultation with the divisional Staff Sergeant Major.

7. When sec. 6. applies, the divisional Staff Sergeant Major will immediately notify the Corps Sergeant Major.

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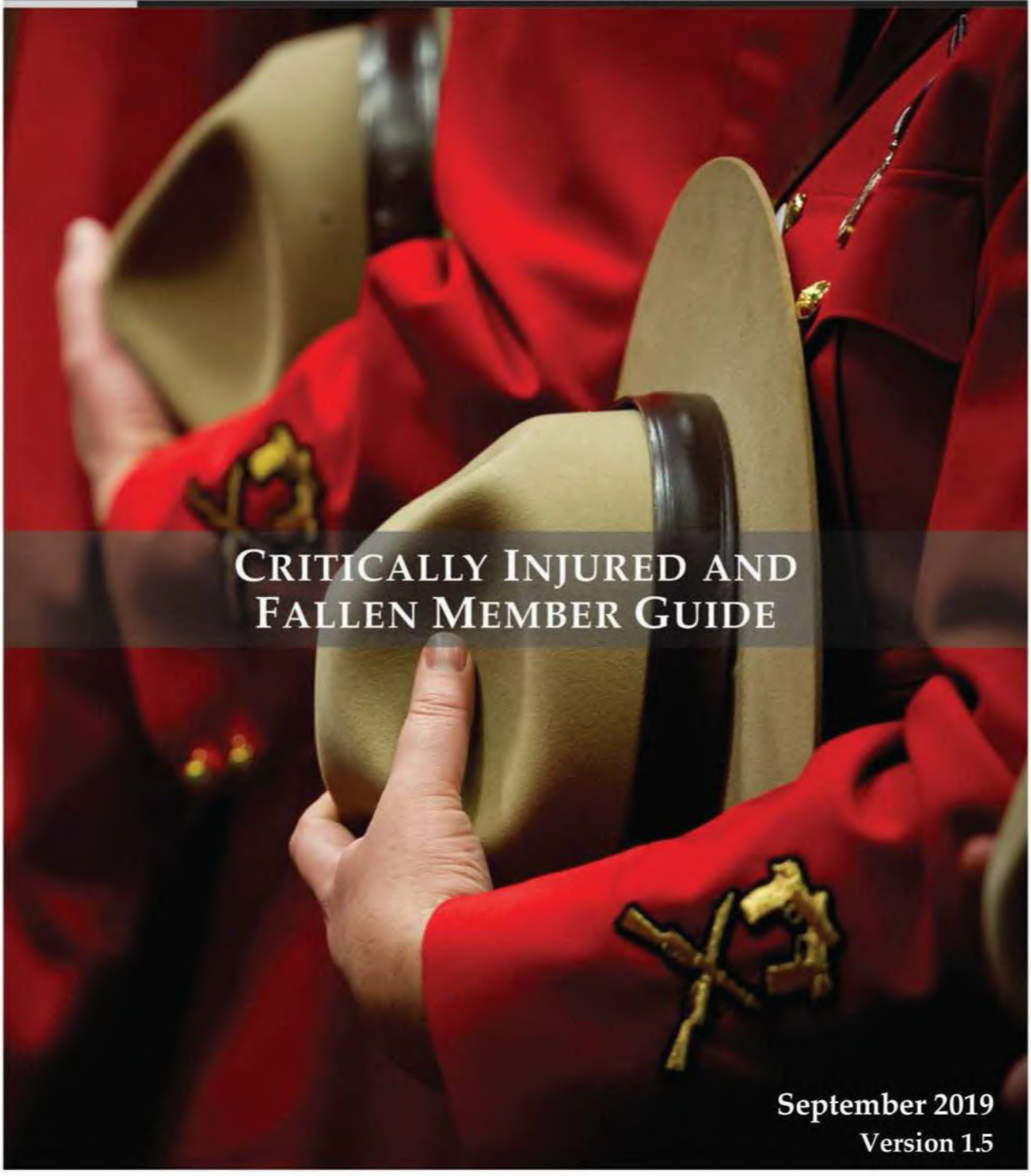
Date Modified: 2014-06-03

Mass Casualty Commission Exhibit

RCMP·GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



CRITICALLY INJURED AND FALLEN MEMBER GUIDE

September 2019
Version 1.5

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

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Commissioner's Message

It's our duty to protect Canadians, to run towards the threat, to stay behind in a disaster and to put ourselves in the line of fire. As police officers, we face these risks and the unknown each and every day. One loss, one injury is one too many. Each sacrifice leaves a void that is felt throughout our entire organization, a wound that never fully heals.

This guide ensures we honour our critically injured and fallen comrades with respect and compassion. They have faced danger, and in doing so, have suffered severe injury or even sacrificed their lives. Their dedication must not be forgotten, and their families must be given every support as they work to manage their grief.

In times of tragedy, we have many resources in place to help us cope with our grief and loss. I encourage employees and their families to use Employee Assistance Services or reach out to a peer-to-peer coordinator if help is needed during a difficult time. If you spot somebody struggling, say something. We need to take care of each other.

This guide is another resource that can help us cope. Following tragic circumstances, important work must be done not only to properly honour victims but to offer appropriate assistance and accurate information to their families.

I commend everyone who has stepped up to help members, families and communities heal. In the wake of tragedy, our strength is our RCMP family.

Stay safe,

Brenda Lucki
Commissioner

Message from the Corps Sergeant Major

Former C/S/M Darren Campbell produced this document in 2015 to serve as a guide for Commanding Officers (COs) in the event a member is either critically injured or killed on or off duty. It outlines the roles and responsibilities to be performed by employees to ensure the family of the member is appropriately cared for and that we properly honour our fallen comrades in a respectful and dignified manner.

The responsibilities outlined are to be delegated by the Commanding Officer (CO). Due to the importance of all the individual roles and responsibilities, the selection of key individuals for these difficult tasks is critical.

At the time of publication, the information used to complete this guide was current. In any case where conflicting information is presented, official Acts, Regulations, Directives and written policy shall take precedence. This is an evolving document and will be updated as changes occur.

The Office of the Corps Sergeant Major is responsible for publishing and updating this guide. If you would like to share your experience, submit suggestions or improvements, do not hesitate to contact your Division Warrant Officer or me at Al.McCambridge@rcmp-grc.gc.ca or 613-843-5567.

C/S/M Alan McCambridge
Office of the Corps Sergeant Major

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E Division			
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F Division			
Sergeant Major	Darryl Milo	639-625-3065	Darryl.Milo@rcmp-grc.gc.ca
G Division			
A.Staff Sergeant Major	Cpl. Jim Strowbridge	867-765-8175	Jim.Strowbridge@rcmp-grc.gc.ca
H Division			
Sergeant Major A.Sergeant Major	Gordon Patey Sgt. Tony Upshaw	867-975-4493 902-720-5834	Gordon.Patey@rcmp-grc.gc.ca Tony.Upshaw@rcmp-grc.gc.ca
J Division			
Sergeant Major	Ian Grasman	506-452-4261	Ian.Grasman@rcmp-grc.gc.ca
K Division			
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Staff Sergeant Major	Darryl Urano	780-412-5468	Darryl.Urano@rcmp-grc.gc.ca
Sergeant Major	Kevin McGillivray	825-220-2000 c. 780-975-3588	Kevin.McGillivray@rcmp-grc.gc.ca
Staff Sergeant Major	Jennifer Jackson	780-412-5299	Jennifer.Jackson@rcmp-grc.gc.ca
L Division			
Staff Sergeant Major	Hank Pollard	902-566-7182	Hank.Pollard@rcmp-grc.gc.ca
M Division			
A.Staff Sergeant Major	Cpl. Cameron Long	867-667-5538	Cameron.J.Long@rcmp-grc.gc.ca

National Division			
Staff Sergeant Major	Richard Rozon	613-949-1262	richard.rozon@rcmp-grc.gc.ca
O Division			
Sergeant Major	Robert Akin	905-876-9572	Robert.Akin@rcmp-grc.gc.ca
Staff Sergeant Major	Bill Eddie	905-953-7395 C. 289-231-5960	William.Eddie@rcmp-grc.gc.ca
V Division			
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Depot			
Sergeant Major	Mike McGinley	639-625-3473	Michael.McGinley@rcmp-grc.gc.ca
Staff Sergeant Major	Janie Perreault	306-216-8326	Janie.Perreault@rcmp-grc.gc.ca
Musical Ride			
Sergeant Major	Martin Kohnen	613-993-4796	Martin.Kohnen@rcmp-grc.gc.ca

For a list of Warrant Officers also see: http://infoweb.rcmp-grc.gc.ca/csm-smc/warrant-brevet-eng.htm

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1. Executive Summary

Through its history, the RCMP has sadly faced tragedies when members were killed in the line of duty. The loss of a member is understandably difficult and will have a significant impact on many individuals from family members and friends to close colleagues/coworkers, the organization and the general public. During such tragic and emotional times, it is important to support and assist the grieving family along with current and former colleagues of the fallen member.

A word on Regimental Funerals

It is crucial to always remember that, if a fallen member qualifies for a Regimental Funeral, it is the wishes of the next-of-kin that are paramount.

The next of kin will make all important decisions related to the funeral.

This guide has been designed to assist COs when the RCMP is faced with the death of a serving member of the Force. The loss of any member of the RCMP, for any reason, is tragic. The focus of this guide is the response when a member of the RCMP dies 'in the line of duty.' It could be the result of an intentional or negligent act on the part of another individual or individuals, by an accident or health complications.

This document provides guidance on the establishment of a proper command structure, the assigning of other critical roles and outlines the responsibilities of those involved in the overall response. Remember this is only a guide. Circumstances may dictate that certain steps may not be required, that some responsibilities may fall to another person or that someone may be assigned more than one role. As the response to the critically injured/fallen member (CIFM) incident evolves, the workload and some roles and responsibilities of individuals or units, will fluctuate. Flexibility is essential.

Financial information contained in this guide is also helpful when responding to deaths that are deemed to be 'in the line of duty.' A line of duty death is one which either occurs at work due to natural causes, health complications, or away from work but is attributed to a line of duty incident.

This guide is divided into ten (10) main sections including the initial response and reporting, setting up a command structure, financial authorities, the planning of a Regimental Funeral or Memorial Service and aftercare provided to the families of our fallen colleagues. Portions of this guide may not be applicable in all circumstances.

It is important to acknowledge that involvement in these tragic events and the resulting response may have a lasting impact on the emotional well-being of our employees and their families. It is very important to ensure they are made aware of the available services such as the Employee Assistance Services (EAS), the Peer-to-Peer system and other available health services when dealing with psychologically traumatic Incidents. (ADM. MAN.II.19.G.1.a.2.)

2. Definitions

Assistant Family Liaison Officer (AFLO)

Assistant Family Liaison Officers (AFLOs) are employees assigned when there are complicated family dynamics related to the casualty member's familial situation. AFLOs support the assigned family members who may not be considered the primary next-of-kin, and assume the same duties and responsibilities as the Designated Family Liaison Officer (DFLO). AFLOs work in conjunction with the DFLO. Please note that the next-of-kin will make all important decision related to the funeral.

Benefit Trust Fund (BTF)

Regulated by the *RCMP Act*, RCMP Regulations and the Financial Management Manual Policy (F.M.M.) Chapter 9.7, the RCMP Benefit Trust Fund provides grants or loans for the benefit of members, former members and/or their dependents and for other purposes that would benefit the RCMP.

Casualty Member

Casualty member means any member who has sustained a critical line of duty injury or illness, whether fatal or not. This also includes a member deemed to be missing in the course of their duties.

Command Triangle

Command Triangle describes the leadership team assigned to command the Critically Injured/Fallen Member (CIFM) incident. The Command Triangle is comprised of the Team Commander (TC), the File Coordinator (FC) and the Primary Organizer (PO).

Critical Illness/ Injury

A line of duty illness or injury of such severity that the casualty's life is in immediate danger.

Critically Injured/ Fallen Member Response Team (CIFM Response Team)

The CIFM Response Team is comprised of the Command Triangle and the leads of seven sub-teams who each support a specific function. These units are: Strategic Communications and Media Relations, Support Services, Finance, Logistics, Regimental Funeral (Planning Unit), Operations, and Recognition and Aftercare.

Deemed Line of Duty – (For the purposes of Determination of Benefit Eligibility)

Following a reported critical injury or death of an active member, Veterans Affairs Canada (VAC) will make a determination if the death, illness and/or injury are service related. (examples suicides, ALS)

Designated Family Liaison Officer (DFLO)

The Designated Family Liaison Officer (DFLO) is the individual who is assigned by the Team Commander to represent the RCMP chain of command and provide support to the family (next-of-kin) of a casualty member and/or a fallen member.

Duty Status

Duty status is defined as a member working in the capacity as a police officer while on regular scheduled, paid duty. A member is also considered to be on duty when he/ she is doing voluntary work

or rescheduled work with the permission of his/her supervisor/line officer. Off duty members who intervene in situations requiring police attention and identify themselves or conduct themselves as a police officer, are also considered being on duty.

Fallen Member

A fallen member is a member of the RCMP who has succumbed to injuries sustained in the line of duty.

Family Representative (FREP)

The FREP is normally a member or employee who has a pre-existing personal relationship with the next-of-kin. The FREP works in conjunction with the DFLO, is present for communications between the family and the Command Triangle, and offers emotional and any other required support to the family.

File Coordinator (FC)

The File Coordinator, selected by the Commanding Officer or Team Commander, is responsible for the electronic and physical management of all file documentation and related material. The FC is a member of the Command Triangle.

Home Unit

The home unit is defined as the CIFM's primary work unit or parent unit. In most cases the Home Unit will be the CIFM's detachment or district within a division. In cases where a member becomes a casualty or dies while serving in a special assignment capacity, secondment or specialized extra duty function, the member's primary work unit or parent unit will be understood as the casualty member's home unit.

Family Members

Family as defined in the National Compensation Manual (NCM) includes: the member's spouse including common-law partner; children, including step children, ward of the member, and grandchildren; son-in-law, daughter-in-law; parents, including step parents, foster parents, father-in-law, mother-in-law; siblings, brother-in-law and sister-in-law; the member's grandparents, and any relative permanently residing with the member or with whom the member permanently resides.

Family- For the Purposes of Bereavement Counselling Services (Appendix 6)

Family members eligible to receive bereavement counselling services are as follows: a spouse (including a common-law spouse), and first degree relatives. This includes children of all ages (including an adopted child, stepchild or foster child), parents (including stepfather or stepmother) and siblings (including half-brother, stepbrother, half-sister or stepsister).

Family – For the Purposes of Counselling Services for Former Members and their Families (Appendix 6)

Family members eligible to receive counselling services are as follows: a spouse (including a common-law spouse), unmarried children (including an adopted child, step-child or foster child) who are 21 years of age or under, OR over 21 up to and including 25 years of age and in full-time attendance at school, OR who are wholly dependent because of physical or mental impairment, if such impairment existed prior to the child's reaching age 21, or commenced while the child was covered as a student over the age of 21.

Line of Duty

Line of duty means that the active member was performing police officer duties at the time the incident occurred and that the incident resulted from the duties being performed.

Line Officer

The line officer is the commissioned officer responsible for the management and supervision of the CIFM's home unit.

Missing Member

A missing member is defined as an on-duty member who is unaccounted for, is not responding to repeated attempts to establish contact and for whom other efforts to locate have failed.

Next-of-kin (NOK) (Definition of Family – National Compensation Manual)

The NOK is the person(s) who have the closest familial relationship with the member. This may include the member's spouse, common-law partner or parents, children, step-children, grandchildren, son/daughter-in-law, parents, siblings, brother/sister-in-law, grandparents and/or any relative permanently residing with the member of with whom the member permanently resides.

Personal Representative

A person appointed by the NOK, a will or a court to administer important decisions regarding a fallen member's estate.

Survivor

A survivor is defined in the NCM as: a spouse or common-law partner who lived with the member at their place of duty for at least one year or lived apart only for operational reasons; dependent child/children; or is a child/children, in the care of the member, spouse, or common-law partner, and is disabled with physical or mental incapacities.

Police Transport

Police transport means any motor-propelled aircraft, land vehicle or water-borne vessel owned, leased or rented by the Crown and controlled or managed by the RCMP.

Primary Organizer (PO)

The Primary Organizer (PO) is selected by the CO or Team Commander and is responsible for the overall organization, planning, execution and coordination. The PO is a member of the Command Triangle.

Regimental Funeral (or Memorial Service)

A Regimental Funeral may be accorded to a member who died in the line of duty. Regimental Funerals involve RCMP participation and a variety regimental elements, customs or traditions. It must be

requested by the survivor or the Estate and approved by the CO and/or the Commissioner.

RCMP Chaplain

The RCMP chaplain may be a full- or part-time employee or volunteer designated chaplain associated with the RCMP. He/she may provide spiritual care and emotional support to the family and any employee in need. They are an integral component of the CIFM response and can coordinate the representation of a multitude of faiths.

RCMP Honour Roll

The RCMP Honour Roll is comprised of the names of men and women of the RCMP who gave their lives in the line of duty. The RCMP Honour Roll is maintained and administered by the Professional Responsibility Office, RCMP National Honours and Recognition.

Serious Illness/ Injury

A serious illness/injury is a line of duty illness or injury of such severity that there is cause for immediate concern. The casualty's life is not in immediate danger as determined by a medical practitioner.

Special Duty Assignment

These are duties done in addition to a member's normal professional responsibilities. This may include secondments or extra duties such as part-time member of an Emergency Response Team or Tactical Troop or may be a term or a permanent posting such as International Peacekeeping missions, other law enforcement agency or government secondments, or liaison officer duties abroad.

Spiritual Advisor

A spiritual advisor is an individual who normally holds a close relationship with a fallen member's NOK. This individual may provide spiritual advice and emotional support through the course of the incident and into the future. The RCMP chaplain may establish a working relationship with the spiritual advisor(s).

Team Commander (TC)

The Team Commander, selected by the Commanding Officer, is tasked with the overall administration and command of short- and long-term responses to a CIFM incident.

Very Serious Illness/Injury

An illness or injury of such severity that the casualty member's life is in danger as determined by a medical practitioner.

3. Casualty Member Reporting

A member of the RCMP may become a casualty in a number of ways. This may include situations when the member is performing operational duties, while involved in training exercises or on special duty assignments. The guidelines presented in this document are generally applicable in any of these situations.

Usually, when a casualty occurs, the member's home unit or detachment is the first to learn of the incident. It is imperative that once confirmed, prompt and accurate reporting up the chain of command, up to and including the Commissioner, is initiated.

At the divisional level, the Strategic Communications Unit, the chaplain, the Senior Management Team and a labour relations representative should also be advised as soon as possible.

News of an RCMP casualty will spread quickly, both internally and externally. Care must be exercised to ensure accurate information is relayed while keeping in mind that NOK notifications and that of close colleagues may be jeopardized by the unofficial broadcast of information.

The engagement of the divisional Strategic Communications Unit is critical. Under no circumstances should the casualty member be publically identified until all of the NOK notifications have been completed.

Missing member/ employees

There may be situations where in the course of their duties, an RCMP member is deemed missing. In such cases, missing members will be treated as casualty members. The CO or delegated team will follow prescribed incident reporting. It is also suggested that other applicable elements, or the whole of this guide, be followed.

The National Operations Center (NOC)

The National Operations Center (NOC), located at National Headquarters, operates 24 hours a day, seven days a week. The NOC can be reached at the following coordinates:

Telephone: 613-993-4460
Secure telephone: 613-993-6379
Secure fax: 613-993-1272 or 613-993-1273
Satellite phone: 613-980-5676 or 613-980-5331
Headquarters Administrative Communications Center (ACC-NOC): 613-991-5920
GroupWise email: RCMP.NOC-CNO.GRC@rcmp-grc.gc.ca

4. Division/Unit Responsibilities

When a CIFM incident occurs, immediately submit an advance report by the most expedient means. Prepare briefing notes and submit electronically to National Headquarters, ATTN: National Operations Center and Ministerial Liaison Coordination Unit Division Liaison Office.

When the CO becomes aware of a casualty in his/her division, the CO will immediately identify a Team Commander (if not previously identified). The Team Commander will then identify the other members of the Command Triangle and other critical roles such as the designated family liaison officer. It is strongly recommended that each division identify employees who have the necessary skills and expertise to assume Command Triangle roles and/or other significant roles in advance to be better prepared should an incident occur. It is also recommended that table top exercises be conducted with these identified employees to help prepare the division.

5. Next-Of-Kin Notifications

News of the incident will travel fast. Next-of-kin may be alerted to an incident through social media, media news outlets, the casualty member's colleagues or other friends. Once a CIFM has been confirmed, accurate and complete information must be obtained and relayed to the NOK as quickly as possible. The NOK notification will normally be handled by a senior non-commissioned officer or commissioned officer assigned to the area where the incident occurred. If the incident occurred in an area where another service is the police of jurisdiction, it is essential that the line officer work with the local police. However, in all cases, it is imperative that notification is done by a member of the RCMP and be done as soon as concrete information is available.

If family members do not reside in the same geographic area, personnel from other divisions will be responsible for conducting the necessary notifications. Division CROPS officers should be made aware of these requests. If the family members live in a non-contract division, a representative member of the RCMP will be present for all NOK notifications.

If family members (i.e. school age children) are not at home during the notification process, arrangements are to be made to ensure their safety and security.

During this difficult time, the NOK will want to be continuously updated on the status of their loved one. As more becomes known, it is important that this critical information be relayed to the family members as soon as possible. Please note that a designated member with direct access to the CIFM Command Team may be required to stay with the family.

For assistance in preparing for a NOK notification, you may refer to Appendix 1: A Guide to Next-of-kin Notifications.

6. Time-Sensitive Tasks

Immediately following the incident, several actions will be undertaken including the initial reporting, BNs, and NOK notification, usually by the unit/detachment commander prior to the creation of the CIFM Command Team. It is critical to get the members of the CIFM Command Triangle in place as early as possible. Ideally, potential candidates for these positions are pre-identified.

It is also essential to engage the divisional Strategic Communications Unit as early as possible.

The initial pressing tasks for the CIFM Command Triangle include, but are not limited to:

- Completing initial administrative tasks including the timely gathering of additional administrative information;
- Arranging transportation of family members to the location of the member;
- Managing the accuracy and flow of information;
- Liaising with hospital staff, coroners and other agencies who may have authority over the casualty or the incident;
- Arranging for the care of affected employees;
- Arranging for care of family members – i.e. children/parents who are not at the home at the time of notification;
- Arranging for family support to remain onsite at the location of the member (i.e. hospital) to provide assistance as required and to ensure survivors are transported to a safe location when appropriate. Ensure that the family is not left alone when at the location of the member.
- Ensure the family is properly prepared prior to entering the room/location of the member.
- Arrange for additional support for the family such as requested or required (such as the chaplain, and/or a family member) ;
- **Ensure safety measures in place for family(ies) in the event a suspect is still at large – ongoing active investigation/scenario**;
- Identifying additional resources as leads or the in-charges (i/cs) for the various support teams as outlined in Section 9.

6.1 Initial Time-Sensitive Administrative Tasks

Where practical, at the direction of the CIFM Command Triangle, the unit commander or delegate will complete a number of necessary internal administrative documents. These documents are designed to collect pertinent information regarding the critically injured/fallen member to ensure administrative,

accountability and other legal requirements are satisfied. The unit commander or delegate designated by the CIFM Command Triangle should complete the following items and related forms as soon as possible:

- Complete the Fallen Member Profile Sheet (Appendix 2);
- If death or injury occurred on duty, submit Form 3414 to Occupational Health and Safety immediately;
- If member is an auxiliary constable – ensure provincial/territorial workers' compensation documents are completed;
- If member is a Reservist – Notify Insurance Group, National Compensation Services (NCS)
- Notify the Occupational Health and Safety Officer (OHSO);
- Determine if Human Resources and Social Development Canada has been notified (using after hours, on call number if necessary.) This is normally completed by OHSO;
- Complete Form 1733 – Discharge Request and forward to the CO via the district officer;
- Notify DG, National Compensation Services (NCS)
- Complete the Death of Active Member Notification (Appendix 13 - Notification – Death of an Active Member) and forward to Pay Operations Discharge Unit
- Retrieve badge and ID card:
    - Inform family of the option to encase the badge and if requested by the family, complete Form 2455 – Request for ID Badge Encasement and provide to the i/c of Recognition and Aftercare;
- Complete Security Screening Certificate (TBS Form 330-47) terminating security clearance;
- If not required as exhibits, obtain use-of-force items and kit and complete:
    - Issue Receipt & Exchange of Pistol & Accessories (Form 3952)
    - Disposition of Equipment & Uniform on Discharge (Form S-54A);
- Return remaining uniform items to Division Stores.

For Forms 2455, 3952 and S-54A, please conduct a search on the Web Forms Catalogue.

6.2 Transportation of Next-of-Kin

The family of the critically injured or fallen member will very likely request that they be as close as possible to their loved one. The family should not be left alone and should be supported in any reasonable manner. If requested, assistance with safe and reasonable transportation to a local hospital should be made available.

Family members who live afar may attempt to make personal travel arrangements upon notification. If this is the case, obtain all necessary information regarding their travel plans and ensure an RCMP representative is at the airport to greet and support the family. If possible, the RCMP representative should accompany the family to provide assistance and continued support. In other cases, the family may request the RCMP's assistance to make travel arrangements, and possibly provide financial assistance.

The CO has the authority to authorize the use of police transport in order to transport any person in the case of an emergency and deemed necessary. Consideration should be given to the fastest method of transportation including ground or air.

The use of RCMP air services may be an option, depending on operational requirements. Contact your local Air Services Branch to determine if this option is feasible.

Commercial transportation costs associated to transporting a fallen or critically injured member's family may be paid at public expense. Authorities exist in the National Joint Council Travel Directive, the Financial Management Manual, Health Services Manual, Administrative Manual and RCMP Regulations on the

Travel arrangements for the NOK will be handled by the i/c Logistics. See Section 9.5 for more information.

References/ Authorities:

Transport Management Manual, Ch. 2.5 Use of Transport Assets,
National Compensation Manual, Ch.2.11, Death Benefits, Funeral and Burial Entitlements
Financial Management Manual, National Joint Council Travel Directive
RCMP Benefit Trust Fund Health Services Manual
Treasury Board Directive: Delegation of Authorities to Departments – Special authorities for travel expenses (Appendix 3)

6.3 Transportation of the Member

Repatriation of a Critically Injured or Fallen Member

If a member/employee dies or becomes a casualty while serving in a full-time international capacity, i.e. an international policing mission or liaison officer, the Deputy Commissioner Federal Policing is designated as the member's/employee's commander and has the same responsibility and authorities as a divisional commanding officer.

In the event that a member/employee dies while performing special duties outside of Canada, the remains will be repatriated and transportation costs will be paid at public expense. Public Services and Procurement Canada has negotiated a standing offer between the RCMP and MacKinnon and Bowes for mortuary and other related services.

The repatriation of a fallen member/employee is logistically complex. In order to appropriately honour the return and his/her family, a repatriation ceremony will be held.

International Peace Operations Branch (IPOB) is

a key stakeholder in the repatriation process. When an RCMP member or employee dies outside of Canada, IPOB **must** be contacted at its emergency number 613-668-2791.

In this situation, the RCMP works closely with our partners in the Canadian Armed Forces. The RCMP Repatriation Ceremony mirrors that of repatriation ceremonies of the Canadian Armed Forces. In most cases when an RCMP member/employee dies outside of Canada, the remains will be initially transported to CFB Trenton. Planning and roles must be coordinated with our counterparts at 8 Wing, CFB Trenton.

If a repatriation ceremony is required, the Team Commander must activate a Repatriation Team that should include members of the Logistics Team and the Ceremonial Team. Additional details about an RCMP Repatriation Ceremony can be found in the Ceremonial and Protocol Guide (currently being updated).

Transportation of remains in Canada

If the Regimental Funeral is to be held in a location other than where the CIFM incident occurred, authorities exist that allow the use of public funds for the transportation of the remains of a deceased Member in Canada. The CO may also approve the use of police air transport in cases where commercial air transportation is not feasible.

Reference

National Compensation Manual, Ch. 2.11. Death Benefits, Funeral and Burial Entitlements

7. Ongoing Police/Other Agency Investigations

In the event that a member is critically injured or dies, there will be an investigation into the circumstances that caused the critical injury or death. In most cases, there will be an investigation – criminal or otherwise – occurring concurrently with the planning of the Regimental Funeral. This investigation may be led by the RCMP, another policing agency, a provincial body responsible for investigating police-involved incidents that result in serious injury or death of a member of the public, or a workplace safety agency.

It is imperative that the CIFM Team Commander maintain regular contact with the head of any concurrent investigations. Accurate and timely information from the investigative team will be of great importance to the member's family.

The CIFM Team Commander will ensure the DFLO is fully engaged in communicating with the family so they are kept informed about any ongoing investigations. Also, it is suggested that if possible, the DFLO coordinates all communications between the family and the investigative team.

Information on the status and outcome of criminal or other investigations will remain an important

factor for the CIFM's family. This process can be lengthy and can be complicated; therefore, ongoing support for the family remains a crucial component as the investigation and any subsequent legal proceedings progress. The family must be kept appraised of developments and must be consulted throughout the entire court process.

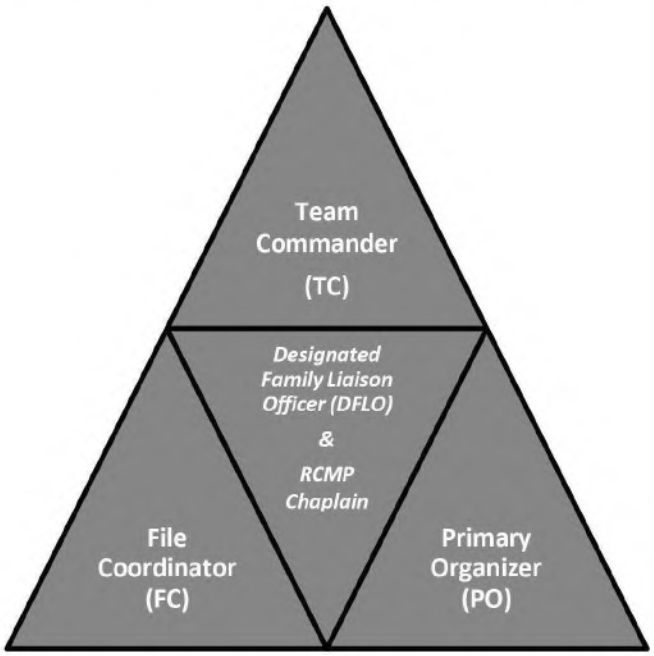
8. CIFM Incident Command Structure

8.1 Appointing Members of the CIFM Command Triangle

The Command Triangle is comprised of the Team Commander (TC), named by the CO, the Primary Organizer (PO) and the File Coordinator (FC). The selection of these three key individuals should be based on their skills, abilities, and the influence they hold in the division. Although these positions carry no specific requirement for a certain rank, it is advisable that the TC be a commissioned officer who has an established network within the many business lines which will be called upon to assist. The immediate engagement of the TC is critical, as tasks will already be underway.

The FC should have Major Case Management and electronic file-management experience and skills. The PO should have experience in planning, organizing and running major events, major investigations and/or critical incidents.

It is advisable that division COs pre-select individuals for the three CIFM Command Triangle roles in advance of an actual incident. Previous experience in a Command Triangle or leading a supporting area for a previous CIFM incident should be considered an asset in pre-selecting candidates.



Note: The DFLO and the RCMP Chaplain are not Command Triangle positions. Although these positions

report to the i/c Support Services, direct communication with the Command Triangle is essential.

8.2 Team Commander (TC)

The Team Commander (TC) represents the CO and is responsible for the effective governance of the CIFM response including the planning and preparation of the Regimental Funeral/Memorial Service.

Selection Criteria

A Regimental Funeral/Memorial Service is a major event which involves complicated financing, logistics, and security arrangements. In many cases, these events are organized in a short time frame and involve arrangements for thousands of attendees, including high-level dignitaries. These events are also surrounded by high emotion for family members and those employees who knew/worked with the fallen member.

In selecting the TC, the following factors should be considered:

- It is recommended that the TC be a commissioned officer with a wide range of contacts within the division. It will be necessary for the TC to call on a variety of support units, making pre-existing relationships an asset;
- The TC should be an experienced incident or team commander;
- Prior major event planning experience is an asset;
- The TC should have strong communication and interpersonal skills;
- The TC should have an established network of subject matter experts within the division;
- The TC should have exceptional leadership skills; and
- Due to the emotional nature of planning a Regimental Funeral and the circumstances of a member death, caution should be taken to consider any pre-existing relationship between a potential TC and the fallen member, or the family.

Duties

The TC is responsible for the overall governance of the planning process. The duties include:

- Working with the divisional sergeant major to effectively plan and co-ordinate the Regimental Funeral/Memorial Service;
- Identifying the FC and PO;
- Ensuring the planning process is documented for future requests;
- Identify a work site for the planning team, and obtain necessary resources (human/financial/material);
- Approving all strategic communications (internal and external). The i/c Strategic Communications and Media Relations (i/c COMMS) will report directly to the Team Commander/Command Triangle;
- Reporting to the CO on progress;
- Overall authority, responsibility and accountability for the planning and execution of the Regimental Funeral/Memorial Service;
- Responsible for both the human and financial resources;
- Managing the global view and ensuring decisions are made based on policy and existing authorities;

- Liaising with the DFLO and/or the fallen member's family.

8.3 File Coordinator (FC)

The FC is responsible for managing all the materials and information gathered, located and generated during the CIFM response. (This does not include investigative material generated through any concurrent police or independent-agency investigation into the injury or death of a police officer or third party.)

Selection Criteria

The FC needs to be an experienced investigator or electronic file manager with strong organizational and communication skills. Experience in file coordination for major investigations or incidents is an asset. The FC must also be well versed in a number of electronic file management systems such as E&R III, PRIME, PROS or Adobe file management systems.

Duties

- Identifying the appropriate file management software for the CIFM response;
- Information management;
- Creation of an email account for all CIFM inquiries and receipt of information. This has proven beneficial during previous CIFM incidents;
- Maintaining direct contact with IT support personnel;
- Developing, monitoring and enforcing Major Case Management business rules;
- Tracking and managing tasks;
- Assisting the PO in managing workload;
- Producing documentation recording the results of the CIFM operational briefings;
- Producing summaries or written reports for the TC or the CO;
- Creating and maintaining the decision-making log;
- Liaising with the DFLO;
- Ensuring quality control of CIFM response file material;
- Track and file all notebooks used by the FREPS and the DFLO – information tracks interactions with the family(ies); and
- Document all interactions and decisions made regarding the funeral service(s).

It is helpful if the File Coordinator is assigned an Electronic File Administrator (EFA). The EFA can assist the FC in significant areas such as arranging the file material in the chosen information management program and ensuring business rules are followed.

8.4 Primary Organizer (PO) (Division Sergeant Major)

The division warrant officer or sergeant major may be a natural choice for this Command Triangle position due to pre-existing relationships with the CO and the division Senior Management Team, coupled with experience in the field in project management and the organization of all aspects of Regimental Funerals.

Selection Criteria

The selection of the PO must be based on competence and experience in the area of organizing Regimental Funerals and/or Memorial Services. Similar to the responsibilities of the TC, the POs duties include macro-management of the various aspects of the overall response to the CIFM incident.

Duties

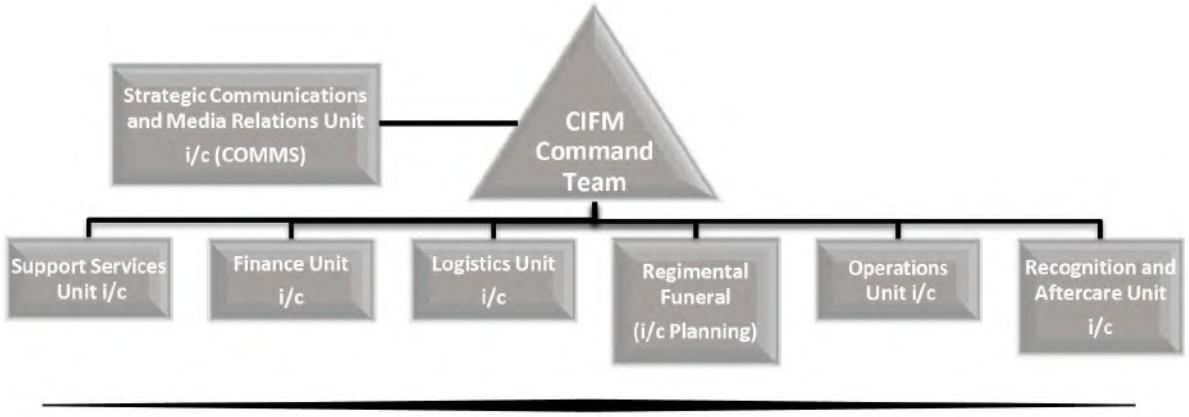
The PO is responsible for controlling the speed, flow and direction of the CIFM response. His/her duties include:

- Developing operational strategies and tactics;
- Identifying, prioritizing and delegating tasks;
- Facilitating of CIFM Response Team operational briefings;
- Ensuring a balanced assignment of tasks/workload to team members;
- Facilitating effective communication within the team;
- Ensuring compliance with the law and applicable policy and financial authorities;
- Ensuring a decision-making log is maintained;
- Maintaining a complete and thorough understanding of the CIFM incident and response;
- Liaising with the DFLO; and

Communicating decisions, expectations and providing direction to other team member

9. Critically Injured and Fallen Member (CIFM) Response Team

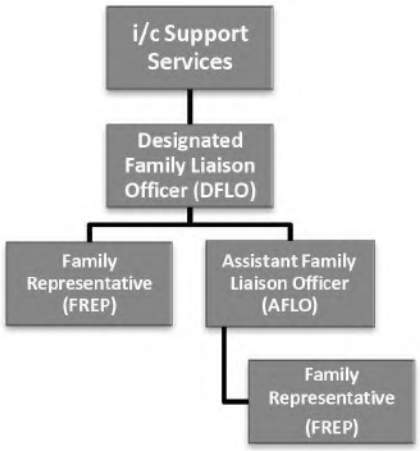
Organizational Chart



Designated Family Liaison Officer (DFLO)

A DFLO should be assigned when a member is injured, missing or has died on duty. The DFLO will represent the interests of the NOK and serve as the critical link between the member's family and the CIFM Command Triangle. The Team Commander or delegate will periodically contact both the designated family representative (FREP) and the DFLO to ensure the relationship and communications between them is effective and well managed. In the event of significant concerns, a change to the DFLO may be recommended.

The DFLO will be present during all meetings between the CIFM Command Triangle and the family. All other communications and clarification of information with the family will go through the DFLO. The DFLO will be assigned a FREP to assist him/her. Ideally the FREP is a member or employee who has a pre-existing personal relationship with the NOK. The family may request a specific FREP, however the final decision will remain with the CO based upon operational requirements. To encourage the ongoing well-being of the team, it is recommended, although not mandatory, to engage both a Primary and a Secondary FRE or DFLO.



In some cases, complications may arise within the member's family dynamics. This may include issues where the status of some family members may be in dispute. It is important to remember that all family members should be treated with respect and compassion, which includes attending to the personal needs of estranged spouses and children, blended families, adopted parents and biological parents. In such cases, it is advisable that assistant FLOs (AFLO) be assigned to each of the 'family groupings.' If one or more AFLOs are assigned, a clear working relationship with the DFLO is critical. All AFLOs will report to the DFLO and they must defer to the DFLO in all decisions regarding support to the family.

Selection Criteria

The Command Triangle will identify the DFLO with consideration to the importance and sensitivity required for this duty. There will be a significant burden placed on the individual assigned to this important task. The DFLO should:

- Be a senior NCO with extensive contacts within the division.
- Be fluent in the family's/NOK's first language;
- Be releasable from his/her duties for a period of up to three months;
- Not be a close relative or friend of the member;
- Be emotionally sound with excellent communications skills;
- Experience as a labour relations representative or peer-to-peer member would be an asset.

Emotional Support

The DFLO/FREP and/or AFLO will be subjected to significant emotional stress. The CIFM Command Triangle will watch for any signs of becoming too emotionally invested in the family's situation. Regular debriefings between the DFLO and the Command Triangle as well as any external health practitioners are highly recommended.

Duties

The DFLO's primary responsibility is to be the single point of communication between the CIFM Response Team and the family. All concerns or requests from the family will be brought to the CIFM Command Triangle through the DFLO. The DFLO will also facilitate meetings between the family and the CIFM Command Triangle as and when required.

The DFLO will assist the family with all administrative matters as they navigate their way through a difficult time. Some of the duties the DFLO should expect are:

- Completing assigned/related CIFM information forms;
- If there is no will, the NOK will be notified;
- Arranging meetings between the NOK/family and RCMP National Compensation Services (NCS) Pension and Insurance representatives
- The initial meeting with the survivor should be scheduled at a minimum one week following the funeral;
- Provide liaison support between NCS staff and the NOK/family;
- Initiate communication between Member Relocation Services and the NOK/family, should relocation be required;
- Assist with document gathering see Appendix 14 - Required Documents);
- Assisting NOK/family with completing administrative paperwork;
- Making inquiries and clarifying information with the family regarding specific inquiries made by the CIFM Command Triangle or other members of the CIFM Team;
- Submit notebooks and information of interactions with the family(ies) to the File Coordinator for tracking and maintenance of information;
- With the assistance of the member's line officer, retrieving the member's uniform and equipment,

DFLO Disengagement

During the period that the DFLO provides support to the family, complex emotional, and sometimes dependent relationships between the DFLO and the family may develop. A plan to transition to long-term care providers is an important element to the health and recovery of the family and the DFLO.

When the time comes for the disengagement of the DFLO, it is important that the DFLO, the TC and/or the CO meet with the family. At this meeting, RCMP officials must ensure the family knows the transition to long-term care providers is not a break in the relationship with the RCMP.

There must be ongoing inclusion and communication with the family regarding any pending investigation, legal proceeding or other matters of concern to the family.

additional use-of-force options or articles of his/her ceremonial uniform if required for a Regimental Funeral;

- Arranging for special needs of the family where reasonable and required;
- Engaging other members of the CIFM Response Team in areas where the family members have a specific need;
- Accepting calls and being available for unscheduled visits, as requested by the family; and
- Ensure family is briefed on the Memorial Service protocols. (explain the service, why cadets may fall during parade etc.) and respond to any questions prior to the event.

9.1 Strategic Communications & Media Relations Unit (i/c COMMS)

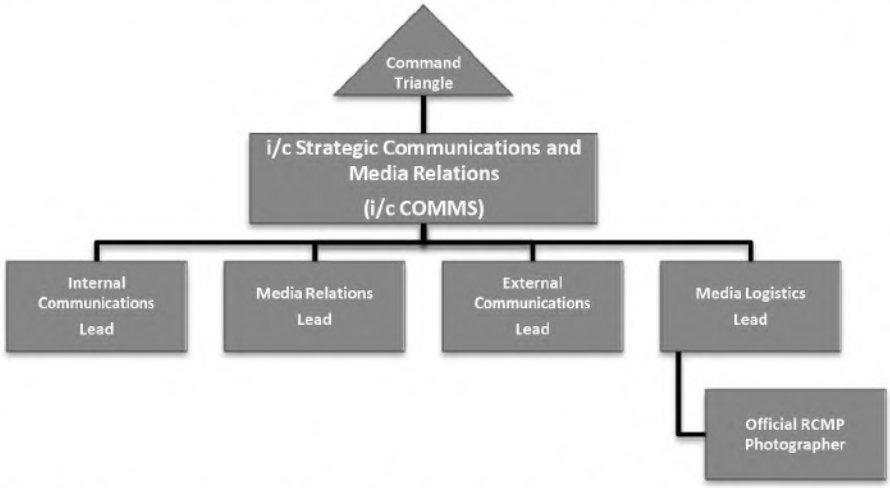
The i/c COMMS is responsible for ensuring accurate, appropriate and timely information that is respectful of the family's wishes, is shared with all RCMP employees and the public. The division's Strategic Communications/Media Relations Unit will be supported by National Communications Services.

Selection Criteria

The i/c COMMS will be identified from the divisional Strategic Communications/Media Relations Unit and will be the divisional unit manager or his/her designate.

Duties

The i/c COMMS attends all daily briefings and other meetings as required or assigned by the TC. He/she reports directly to the TC and the Command Triangle, and is responsible for providing updates on internal and external communications, media relations and media logistics planning.



The i/c COMMS will have a team of individuals assigned to the Strategic Communications and Media Relations Team, including those who will directly oversee the following:

Internal Communications

The Internal Communications lead will be responsible for:

- Developing, writing and ensuring distribution of Commissioner and divisional CO broadcasts regarding operational and funeral developments and updates as required;

- Compiling, editing and ensuring distribution of the funeral arrangements broadcast to all employees and law enforcement partners. See Appendix 4 – Funeral Arrangements Broadcast Checklist and Appendix 5 – Funeral Arrangements Broadcast Template;
- Developing, writing and posting InfoWeb updates as required; and
- Other broadcasts/messages, including those regarding condolence books, donations, as deemed necessary.

Media Relations

The Media Relations lead will be responsible for:

- Designating spokesperson(s) in consultation with the Command Triangle;
- Providing operational news conferences/briefings, new releases, briefings/updates related to the death and subsequent investigation;
- Providing funeral service information by preparing media lines, news releases, backgrounders, etc., related to funeral arrangements, history and traditions of a Regimental Funeral, traffic disruptions, parking, condolence books, donations, etc.;
- Organizing any required news conferences or media availabilities related to the funeral;
- Providing media support and advice for family through the DFLO; and
- Monitoring media coverage and briefing the TC and Command Triangle on any emerging issues.

External Communications

The External Communications lead will be responsible for:

- Developing, writing, posting, monitoring and responding, as appropriate, on social media;
- Developing, writing, posting website content, including national memorial page, and responding, as appropriate, to emails received via the external website;
- Preparing speeches for RCMP officials for the service;
- Compiling funeral arrangements broadcast for police and law enforcement agencies (same as internal funeral arrangements broadcast).

Media Logistics (for the Regimental Funeral, and visitation and if applicable)

The Media Logistics lead will be responsible for:

- Establishing national video and still photography pools;
- Liaising with audio/video production company for venue and news pool producer for set up, camera locations, and any web feeds required;
- Making arrangements for reporters and crew before, during and after service including credential verification and/or accreditation, as required, for members of the media inside the service;
- Setting up for media inside and outside of service venue, and along the procession route;
- Coordinating with RCMP official photographer; and
- Other related duties.

Additional details with respect to the responsibilities of the Strategic Communications Team are found in the National Communications Services (NCS) Regimental Funeral Orientation Package. This

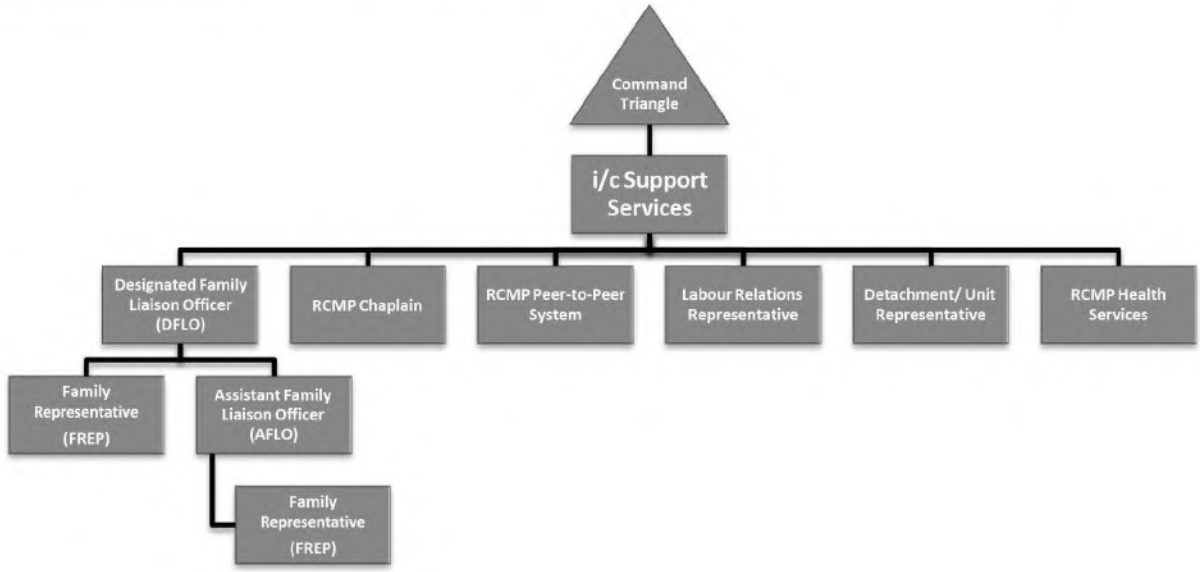
document, produced by NCS, provides an excellent overview of the required tasks of the Strategic Communications team. In addition, a number of helpful check sheets and sample communications broadcasts are contained within the orientation package.

9.2 Support Services Unit (i/c Support Services)

The individual assigned as the i/c Support Services is responsible for the overall care and management of the casualty member, his/her family and any other employee involved in the CIFM response. The i/c Support Services will appoint members/employees to the Support Services Team and will report the TC and/or the Command Triangle.

Selection Criteria

Supporting the emotional needs of all involved is a difficult task. During such challenging and emotional times, the ability to effectively communicate with grieving family and to address their needs requires compassion, tact, patience, understanding and skill. Accordingly, the proper selection of the i/c Support Services is essential.



In selecting the i/c Support Services, the following factors should be considered:

- Leadership and management experience in delivering care to RCMP employees. This experience may have been obtained through job postings or responsibilities in areas such as;
  - RCMP Health Services;
  - Employee/Management Relations units;
  - The RCMP Chaplaincy Program;
  - Graduated Return to Work or Duty to Accommodate units;
  - Peer-to-Peer System;
  - Employee Assistance programs;
  - Career Development and Resourcing Unit;

  - Labour Relations units,
- Prior counselling/delivery of employee assistance programs would be an asset;
- Strong communication and interpersonal skills;
- An established network of subject matter experts within the division;
- Exceptional leadership skills; and
- Consideration and caution should be applied when assessing the nature of any pre-existing relationship between the i/c Support Services and the fallen member, or his/her family.

Duties

The i/c Support Services responsibilities include:

- Overseeing and managing the care provided to the member's family and members of the CIFM Response Team;
- In consultation with the TC, the identification of the DFLO and providing ongoing support to the DFLO;
- Identifying the FREP as required, and providing ongoing support to the FREP;
- Identifying an AFLO if required, and providing ongoing support to the AFLO;
- Intervening and communicating with the family in the event of a breakdown in any of the established relationships with the DFLO, AFLO, FREP;
- Managing issues, reporting on the progress and any arising issues to the TC and Command Triangle;
- Conducting inquiries related to requests for special services for approved Employee Assistance Services or other health services;
- Liaising with the RCMP Chaplain;
- Liaising with Health Services;
- Liaising with the Peer-to-Peer System;
- Liaising with labour relations representatives;
- Liaising with the detachment/unit representative regarding requests or special needs for the detachment/unit members;
- Facilitating special requests by family members such as requests for operational briefings, visits to the member's work site/detachment, meetings with the member's colleagues, visits with the CIFM Response Team, etc.

9.3 Finance Unit (i/c Finance)

A CIFM incident will require significant financial oversight. As such, the implementation of a Finance Unit is a necessary component of the CIFM Response Team. The i/c Finance is responsible for all matters related to the financial management of the CIFM response.

There are a range of benefits allotted to members and surviving family members when tragedies occur. When a fallen member's family opts for a RCMP Regimental Funeral, the funeral will inevitably become a large-scale event. Costs related to funeral and burial entitlements of RCMP members are set by the Treasury Board of Canada. With emotions running high, this can be an area of risk if proper oversight is not correctly applied.

RCMP death and survivor benefits can be complicated, making it imperative the family is properly

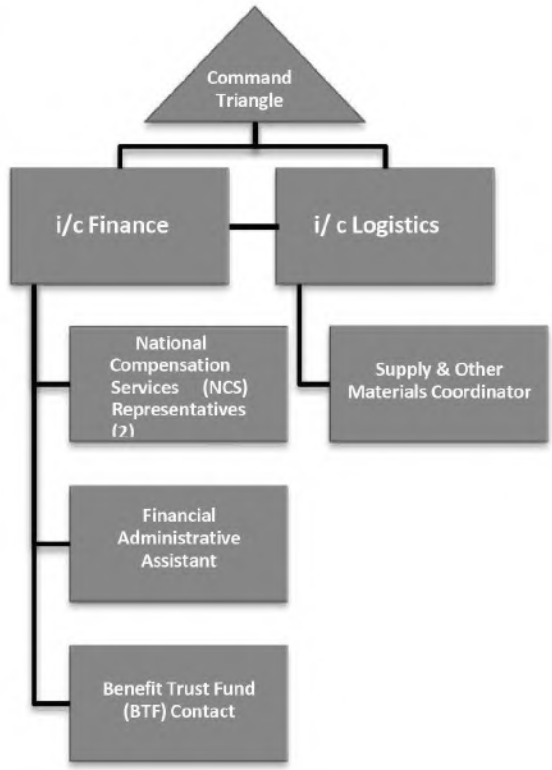
advised and are provided assistance with accurately completing all of the required administrative paperwork. The i/c Finance may have a team of individuals assigned to assist and will be provided assistance from representatives of National Compensation Services. These representatives are subject matter experts and their expertise is essential to ensuring all necessary administrative paperwork is filled out correctly and expeditiously. The i/c Finance reports directly to the TC and/or the Command Triangle.

Important Note: All other required administrative documents that need to be completed by the family will be personally completed with the assistance of National Compensation Services (NCS) Pension and Insurance representatives to arrange for these services please contact:

DG, National Compensation Services

It is critical to ensure a subject matter expert, under the delegated authority of the i/c Finance, is present during any discussion with the family regarding benefits.

It is imperative that all financial authorities are respected and followed. In addition, all associated paperwork should be done as soon as possible to avoid delays in family members receiving their entitlements.



Selection Criteria

The i/c Finance must be well versed in all aspects of RCMP financial management. He/she must have a proven track record of success, excellent stewardship skills and a reputation for a consistent application of policy, regulations, authorities and attention to detail. The i/c Finance should be assigned a finance clerk and have access to internal RCMP funding sources such as the RCMP Benefit Trust Fund.

Duties

The i/c Finance responsibilities will include:

- Overseeing and managing all matters related to the financial management of the CIFM response;
- Monitoring and tracking all costs and incident-related expenses such as:
    - Personnel,
    - Equipment records,
    - Procurement contracts, and
    - Other financial-related expenses of the

incident;

- Advising the Command Triangle of proper financial authorities and
- Informing the Command Triangle of financial challenges or issues as they arise;
- Preparation of cost estimates of alternative strategies;
- Preparation of memoranda and other forms requesting authorization for payments of entitlements or services;
- Liaising with National Compensation Services;
- Liaising with Veterans Affairs Canada;
- Liaising with the RCMP Benefit Trust Fund;
- Liaising with the i/c Logistics and Supply & Other Materials Coordinator for the procurement of and payment for required equipment and/or rentals;
- Ensuring all death and survivor benefits are accurately explained and that assistance in completing the necessary forms are provided to NOK in person by advisors from RCMP National Compensation Services.
- Provide a copy of Appendix 15 – Other Resources to ensure NOK are aware of other sources of financial assistance that may be available to them.

For ease of reference, National Compensation Services has produced an entitlements reference sheet (Appendix 6 – Survivor Benefits for Fallen Members) that includes detailed information on the various benefits/entitlements available to survivors or estates based on the category of the death, i.e. in the line of duty, deemed duty related deaths, death due to natural causes or medical complications. Other important finance-related forms that will require completion are:

- Request for payment of funeral expenses – Appendix 7
- Request to CO for approval of Benefit Trust Fund application for reception costs – Appendix 8
- Request to Benefit Trust Fund from CO for payment of reception costs – Appendix 9
- Requisition for Payment - GC80_1

9.4 Logistics Unit (i/c Logistics)

The Logistics Unit provides services and material support to meet the CIFM incident/response needs including obtaining and maintaining essential personnel, facilities, equipment, and supplies. They provide and coordinate resources and other services. The i/c Logistics reports directly to the Team Commander and/or the CIFM Command Triangle.

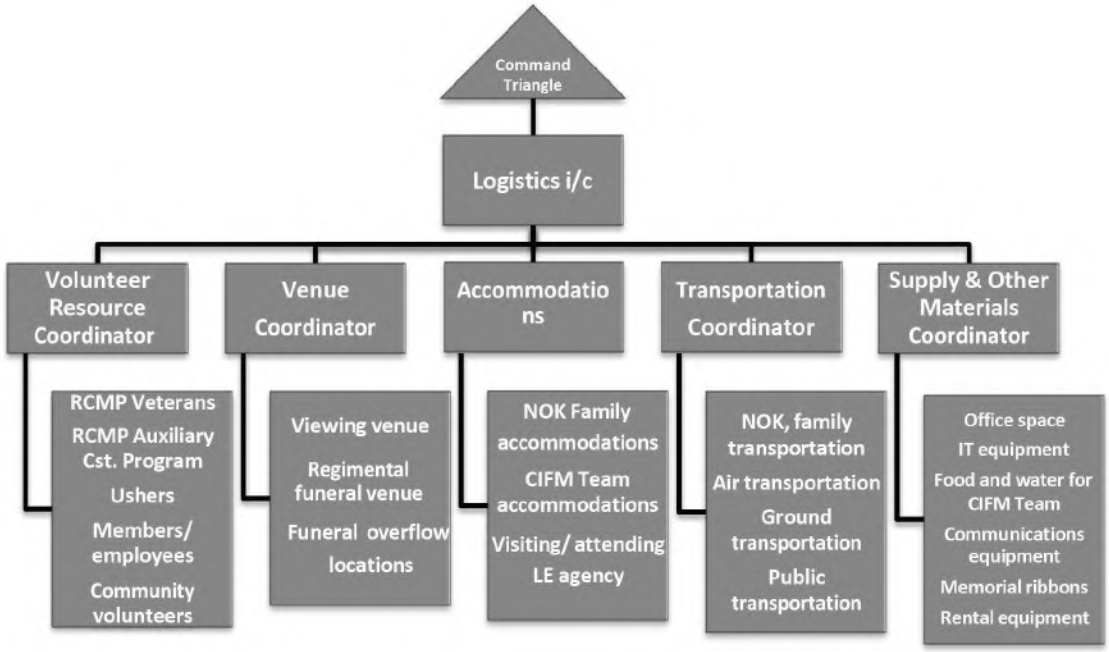
The i/c Logistics will lead a unit normally comprised of five sub-groups including:

- Volunteer Resource Coordinator

- Venue Coordinator
- Accommodations Coordinator
- Transportation Coordinator
- Supply and Other Material Coordinator

Selection Criteria

The i/c Logistics must be an individual who is well versed in all aspects of procurement. He/she must have a proven track record of success, excellent stewardship skills and a reputation for consistently delivering resources, material and supplies under strict time constraints and in highly ambiguous situations. The i/c Logistics must have excellent leadership and communications skills and an extensive network of internal and external contacts. Experience in finance, procurement, emergency preparedness, Incident Command systems and supporting major events will be an asset.



Duties

The i/c Logistics responsibilities include:

- Overseeing and managing all matters related to the procurement of personnel, equipment, facilities and supplies for the CIFM response;
- In cooperation with the i/c Finance, ensuring all financial authorities are followed, the required processes are followed, proper documentation is completed and appropriate approvals are sought;
- Obtaining and arranging travel for NOK, remains and CIFM team members;

- Obtaining food and lodging for NOK and CIFM team members;
- Coordinating volunteer and human resource needs;
- Advising the Command Triangle of required resources and informing the Command Triangle of challenges or issues as they arise;
- Preparing estimates for resources, facilities and other supplies;
- Preparing memorandums and other forms requesting authorization for use of resources or services of volunteers;
- Liaising with the i/c Finance with respect to financial authorities;
- Liaising with divisional information and technology units, divisional informatics sections, radio communications, fleet management and division operational communications centres;
- Liaising with the Regimental Funeral Coordinator (i/c Planning) regarding venues, volunteers, equipment rentals, meals, event set up and tear down, management of gifts, flowers and books of condolences;
- Liaising with the i/c Operations regarding any logistical needs for operations;
- Liaising with external partners, i.e. municipal works departments, provincial Emergency Operations Centres, public transit, other federal departments, commercial air carriers, ground transportation companies, vendors, rental agencies, etc.

There are a wide range of issues/needs handled by the Logistics Unit. There are normally five areas of responsibility that fall under the Logistics Unit, each with a designated lead.

Volunteer Coordinator

The Volunteer Coordinator will organize and recruit all human resources required for the CIFM response. As learned from previous CIFM responses, there is usually an outpouring of offers to assist. These offers not only come from within the organization but from external partners, other government agencies, associations and from the general public. Simply managing the incoming requests can be a challenging task. Some of the sources of human resources that may be called upon/available to assist include:

- Existing RCMP employees/resources (dependent on operational needs);
- Members of the RCMP Veterans Association;
- RCMP Auxiliary Constable program;
- Other agency volunteers, i.e. other police departments, federal government employees (DND), municipal works staff, provincial protocol volunteers, bus drivers, etc;
- Community volunteers, i.e. billeting families, musicians, technical volunteers, etc.

Venue Coordinator

Regimental Funerals and/or Memorial Services are normally large-scale events. If the Regimental Funeral is to be held in a large urban center, it should be expected that it will be attended by a large number of people. Consideration must be given to the size and suitability of the proposed venues. In addition, previous experience has shown the need for overflow viewing locations as the main venue is usually filled by family, friends, colleagues, dignitaries, other law enforcement agencies and supporters

of the police community. The following venues are typically required for a Regimental Funeral:

- ***Viewing venue***

The viewing normally takes place the day before a Regimental Funeral. There are normally two-to-three viewings: a private family viewing, a private viewing for close colleagues and a public viewing. Depending on the anticipated number of attendees, the viewing may be held at a funeral home. In cases where a large number of attendees are anticipated, consideration must be given to other logistical factors such as parking, flow/movement of visitors, space, washroom facilities, etc. In such cases, it is advisable to select a venue that will efficiently handle larger crowds.

- ***Regimental Funeral venue***

Consideration needs to be given to the size of the venue for the Regimental Funeral. Based on the family's wishes, the Regimental Funeral may take place in a religious venue or in a public venue capable of handling large numbers of attendees. The location chosen must always be agreed to and acceptable to the NOK. Typically, due to the large number of expected attendees, larger religious facilities, conference centres, civic centres and arenas become logical choices. When selecting the venue for the Regimental Funeral, identify facilities that have overflow spaces or are in close proximity to other venues that may be used for this purpose.

The chosen venue may have maintenance staff available for event set up and tear down. It is important that the Venue Coordinator be mindful of the existing budget and how these additional costs may affect the funeral expenses budget. In addition, when identifying Regimental Funeral venue options, determine if the facility has the necessary moveable seating, tables, staging, audio and visual systems, washrooms, change rooms, quiet rooms, reception areas, parking, public transit access, etc.

- ***Reception venue***

As a best practice, it is advisable to identify a Regimental Funeral venue that has a dedicated space for the reception. Other factors to consider when identifying this space include seating, tables, food storage and preparation areas, washrooms, quiet room access, etc.

Accommodations Coordinator

The Accommodations Coordinator is responsible for researching, presenting and securing suitable accommodations for the NOK, as well as for members of the CIFM Response Team who require accommodation.

- ***NOK accommodations***

The first priority is to secure appropriate accommodations for the family. Consult with the DFLO to determine the number of traveling family members who will require accommodations.

There are several options available for accommodations for the family of a fallen member. The NOK may prefer other family or extended family to stay with them. If this is not preferred or the NOK do not have

the additional space, other accommodations will be required. Consult with the divisional Warrant Officer to determine if there are societies offering suitable accommodations to veterans, emergency services and their families on such occasions. Failing these options, commercial accommodations will be required. Financial authorities exist for the use of public funds for travel, accommodations and meals when family members are required to travel due to a line-of duty-death of a member. Authority: RCMP Regulations (2) (k) Benefits Trust Fund

- ***CIFM Response Team accommodations***

Some members of the CIFM Response Team may require accommodations while engaged in the overall CIFM response. Work with the i/c Logistics, Regimental Funeral Coordinator, Ceremonial Coordinator and the Command Triangle to determine the number of traveling members —including warrant officers —to determine who require accommodations.

When selecting CIFM Response Team accommodation, commercial accommodations that are situated close to the CIFM project room and/or the Regimental Funeral venue are preferred. Accommodation costs are billed to the division where the death occurred. Attending warrant officers will bill their accommodations and other expenses to their respective divisions, as per agreements with their COs.

- ***Visiting/attending law enforcement accommodations***

Regimental Funerals attract the support and attention not only from our members and employees, but also from other Canadian and international law enforcement agencies. It is not uncommon for more than 4,000 to 5,000 police officers to attend. Some will travel considerable distances and will require overnight accommodations.

The CIFM Response Team is not responsible for securing or paying for the accommodations of attending law enforcement personnel. In limited cases and with prior approval, COs from other divisions, provincial and municipal police chiefs and police associations will cover the expenses of a select few representatives from their divisions/agencies. The majority of attendees will be paying for their own expenses.

The number of anticipated visitors will place commercial accommodations in high demand. In order to identify suitable accommodations options, the Accommodations Coordinator should compile a list of available commercial accommodations. In past cases, various hotels have offered discounted or bereavement rates for attending law enforcement personnel.

An additional option that may be explored is engaging the Department of National Defence to determine if it is capable of housing law enforcement personnel in local barracks. There will be costs associated to such arrangements.

Community members may also offer to billet visiting law enforcement personnel. This may be useful in cases where there is limited commercial or government accommodations available. Regardless of the options available, communicate the various options to the Command Triangle and the i/c COMMS. This

information must be included in internal and external broadcasts.

Transportation Coordinator

The Transportation Coordinator is responsible for the coordination of all travel including researching, presenting and securing appropriate transportation for the NOK as well as members of the CIFM Response Team, as and when required.

- ***Transportation of the remains of a fallen member***

For details regarding the transportation of the remains of a fallen member, refer to Section 6.3 – Time Sensitive Tasks – Transportation of the Remains in Canada.

- ***NOK transportation***

For details regarding immediate travel arrangements, refer to Section 6.2 – Time Sensitive Tasks – Transportation of the Next-of-Kin.

The NOK may also require additional transportation not normally covered by the funeral service provider, i.e. additional limousines to and from the Regimental Funeral. Consult with the i/c Logistics, the Command Triangle, the Regimental Funeral Coordinator and the DFLO regarding any special transportation requirements for the NOK.

- ***Air transportation***

Air transportation may be required by NOK who may not have been transported in the initial instance. The DFLO must communicate these requests to the Command Triangle, the i/c Finance and the i/c Logistics. Air transportation for attending CIFM Response Team members will be booked by each individual, pending unit commander approval, through Government of Canada's Shared Travel Services portal. For more information on booking RCMP travel, view the Travel Tools section of the InfoWeb.

During past incidents, various commercial airlines have contacted the CIFM Command Triangle offering discounted or bereavement rates for law enforcement personnel wishing to travel to the Regimental Funeral. If these offers are made, ensure the information is shared with the i/c COMMS and i/c Logistics to be included in appropriate internal and external broadcasts.

- ***Ground transportation***

COs may authorize the use of police ground transport for members assigned to the CIFM Response Team or for those who wish to attend the Regimental Funeral. Once a CO has approved the use of police transport, approval must be sought from line officers/unit commanders. The availability of police transport is contingent on operational needs.

- ***Public transportation***

On the day of the Regimental Funeral, there will be a high probability that traffic patterns will be

affected and congestion near the Regimental Funeral venue will occur. The use of public transportation is highly recommended as there will be a requirement for moving large numbers of parade/procession participants to muster points and attendees to the Regimental Funeral venue.

The i/c Logistics should work closely with municipal transit providers to determine the best solution and response to the needs for these services.

Supply and Other Materials Coordinator

The Supply and Other Materials Coordinator is responsible for obtaining other items required by the CIFM Response Team. These items include office space and equipment, IT equipment, communications equipment, food and water for the CIFM Response Team, procuring and distributing memorial ribbons, any loaned or rented equipment for any of the Regimental Funeral and associated venues. It is important that the individual or individuals assigned to coordinate and perform this work consult with their manager, the i/c Logistics, the i/c Finance and the Regimental Funeral Coordinator.

9.5 Regimental Funeral Coordinator (i/c Planning)

The organization and execution of the Regimental Funeral is one component of the overall CIFM response. The decision to hold a Regimental Funeral is first based on the circumstance of the casualty member's death. If the death was deemed to be in the line of duty, a Regimental Funeral will be considered and offered as an option to the member's family.

It is crucial to always remember that, if a fallen member qualifies for a Regimental Funeral, it is the wishes of the NOK that are paramount. It is the NOK who will decide what the funeral service for their loved one will encompass. If the family opts for a Regimental Funeral, the Team Commander or the i/c Planning will seek CO approval.

The purpose of the RCMP Regimental Funeral is to maintain the traditions of the RCMP and more importantly, to honour our fallen member and their family with the utmost dignity and respect. RCMP Regimental Funerals are comprised of many elements, some of which are required.

Based on the planning and practice required, and the travel time for those participating or attending, a **minimum of five (5) days** are needed to properly plan a Regimental Funeral.

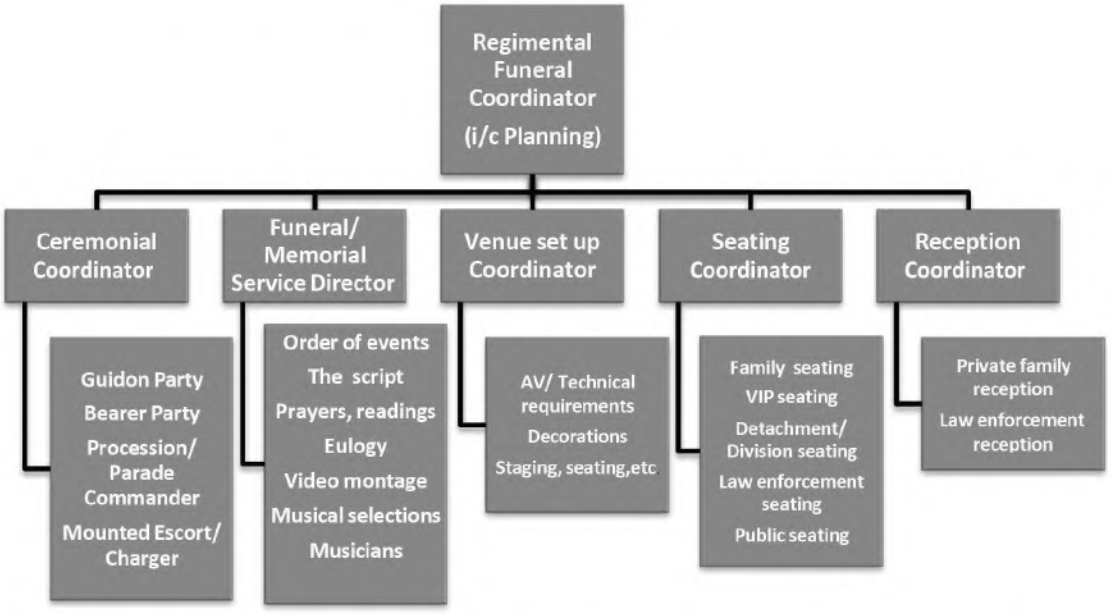
Selection Criteria

The i/c Planning is normally an individual who has experience in coordinating funeral services. He/she may be a division chaplain, warrant officer or another member who has experience in organizing large-scale public events. A solid understanding of RCMP protocol, traditions and ceremonies is a considerable asset. The i/c Planning will have strong leadership and command skills, excellent communications abilities and a documented track record of success in planning and organizing major events.

Duties

The i/c Planning responsibilities include:

- Liaising with the family regarding all requests related to the funeral service;
- Communicating with the CIFM Command Triangle regarding the progress and any arising issues related to the Regimental Funeral;
- Ensuring the highest standards are met regarding the RCMP ceremonial traditions;
- Maintaining command oversight of the various ceremonial units including the Guidon Party, the Bearer Party, mounted escorts and charger, and procession/parade NCOs;
- Overseeing the proper application of various protocol elements such as invitations, VIP seating, proper display of the national flag or other national emblems or insignia;
- Consulting with the RCMP chaplain, family, family representatives, other clergy or spiritual advisors regarding the funeral program;
- With the RCMP chaplain, the i/c Planning is the final authority on the elements of the funeral program including the order of events, emcee's notes, readings, musical selections, musicians, eulogists, official speakers and any other incorporated elements;
- Liaising with the i/c Logistics regarding any needs for the Regimental Funeral;
- Liaising with the i/c Operations regarding any security issues or concerns for the Regimental Funeral and visitation;
- Liaising with provincial/territorial protocol offices and/or Canadian Heritage regarding various protocol issues or requests;
- Maintaining open communication with the DFLO regarding concerns the family may have, or special or last-minute requests.



When the initial meeting is held with the family to discuss funeral service options, the following individuals should be present:

- The CO;
- The TC and PO;
- The RCMP chaplain and the NOK's chosen clergy or spiritual advisor(s);
- The DFLO;
- The FREP;
- The i/c Planning.

In the initial meeting, the family may have many questions regarding what a Regimental Funeral is and what it will look like. It is very important to allow the family time to digest the information and to allow them to make all of the final choices regarding the type of funeral requested. Typically, a RCMP Regimental Funeral includes many elements of a regular funeral such as opening and closing prayers, religious readings, eulogies or other speeches, a video montage and music or religious hymns.

An RCMP Regimental Funeral includes additional traditional ceremonial elements specific to the RCMP. These include:

- A funeral procession of law enforcement members;
- A mounted escort and charger, if feasible;
- Parading of the RCMP Guidon and the resting of the RCMP Guidon on the alter;
- A Bearer Party consisting of eight (8) members of the RCMP who will shoulder carry the casket containing the remains of the fallen member;
- Honorary pallbearer party of eight (8) other individuals, if requested by the family;
- Hat bearer and insignia (Orders, Medals and Decorations) bearer;
- A casket dressed with the national flag, the fallen member's head dress, medals and decorations, Sam Browne equipment or other accoutrements (officer's sword) and flowers if desired;
- Sounding of Last Post, Lament and Reveille, and final salute;
- Flag-folding ceremony and presentation of National Flag, head dress and insignia to the NOK by the Commissioner and the CO.

Depending on the internment plans, the flag-folding ceremony may take place at the cemetery prior to internment. Last Post, Lament and Reveille, and the final salute may also be sounded prior to internment. Additional details regarding the ceremonial aspects of a Regimental Funeral are contained in the RCMP Ceremonial and Protocol Guide.

Given the many moving parts of a Regimental Funeral, the i/c Planning will require assistance from various individuals tasked to lead specific elements. Usually these tasks are led by members of the Warrant Group, RCMP chaplains and ceremonial and protocol officers. The i/c Planning will rely heavily on the assistance of the i/c COMMS, the i/c Logistics and the i/c Operations when planning the Regimental Funeral. Leads for the various sub-groups elements include:

Ceremonial Coordinator

The Ceremonial Coordinator will oversee and coordinate the activities of:

- ***The Guidon Party***

The Commissioner may authorize the parading of the RCMP Guidon at a Regimental Funeral. The Corps Sergeant Major will make a request for the RCMP Guidon to the Commissioner. The RCMP Guidon is a consecrated object and is emblazoned with a number of Theatre Honours that have been awarded to the RCMP. The Guidon represents the sacrifices made by the men and women of the RCMP during armed conflict and those who have died in the line of duty.

The Guidon Party consists of a Guidon Party commander, a Guidon bearer, either two or four armed Guidon escorts and Guidon orderly. With the exception of the Guidon orderly, all other Guidon Party positions can only be occupied by a RCMP warrant officer. RCMP warrant officers are familiar with Guidon Party drill and as such, practice for the Regimental Funeral will be minimal.

- ***The Bearer Party***

The Bearer Party, commonly known as pallbearers, ceremoniously carry the casket or urn containing the remains of a fallen member. In RCMP Regimental Funerals, the Bearer Party will carry the casket at shoulder, known as a shoulder carry, for members who died in the line of duty.

The movements of the Bearer Party are precise and if done correctly, will leave a lasting impression on the family and others attending the Regimental Funeral. The Bearer Party will also perform the flag-folding ceremony.

The Bearer Party is comprised of a Bearer Party commander who is usually an RCMP warrant officer or qualified RCMP drill instructor, eight (8) regular member bearers, a head-dress bearer and an insignia bearer. Up to fifteen (15) regular members may be required for the RCMP Bearer Party. The selection of the Bearer Party members will be made in conjunction with the family.

The Bearer Party Commander will be responsible for the training of the Bearer Party and the honorary pallbearers. He/she will also act as the liaison to the funeral service provider (i.e. the funeral home).

Choosing the Bearer Party

The Bearer Party may be comprised of troop mates or colleagues of the fallen member. When selecting Bearer Party members, it is important to remember that the task is taxing, both physically and emotionally. As a best practise, Bearer Party members should be emotionally prepared for the task, be prepared to spend long hours practising and, if possible, be consistent in height.

- ***The Procession/Parade Commander***

The procession will be coordinated by the Parade Commander. The Parade Commander will be an RCMP

warrant officer who will be assisted by RCMP parade NCOs or officers. Parade NCOs may either be RCMP warrant officers or volunteer RCMP NCOs. Other law enforcement troops or marching contingents will be commanded by representative of their respective law enforcement agencies. There is an order of precedence that is followed when arranging the order of troops. Refer to the RCMP Ceremonial and Protocol Guide for further details (currently being updated.)

The Regimental Funeral will commence with the procession/parade. There is no requirement for the procession to be any particular distance, however when planning the procession, one must consider the anticipated size of the marching contingent, the weather, road closures/traffic safety, procession routes, the safety of the marching contingent and the time required to complete the march.

The procession will be led by the Regimental Pipes and Drums of the RCMP or a massed band of law enforcement pipes and drums. The RCMP Community Pipes and Drums National Executive have issued a directive (see Appendix 10) outlining the process in requesting their services.

The RCMP Guidon and Guidon Party will follow the RCMP Pipes and Drums.

- ***The Mounted Escort and Charger***

If feasible, a mounted escort and charger may precede the funeral coach. In the event that a mounted escort and charger are contemplated, the Procession/parade Commander will consult with the sergeant major and the Riding Master of the RCMP Equitation Branch. The Riding Master will have the final say on the use of RCMP horses and riders or the use of other horses offered as a charger.

The funeral coach will follow the mounted escort/charger and will be flanked by four (4) of the honorary pallbearers on each side of the coach. The Bearer Party will position themselves on the outside of the honorary pallbearers or directly behind the funeral coach.

Funeral/ Memorial Service Director

The Funeral/Memorial Service Director will be responsible for creating the order of events and the funeral script. The position is typically best held by an RCMP chaplain or a member/employee who has experience in writing scripts for memorial services or other productions. There are a number of tasks and individuals who must be managed during the funeral service. These may include;

- Writing the funeral script with the assistance of chaplains, family and i/c COMMS;
- Selecting religious readings and prayers if the funeral contains religious elements;
- Auditioning musicians such as buglers, pipers, vocalists and accompanists, professional performers and choirs;
- Preparing and approving any video montage arranged by a representative of the fallen

member's family;
- Allocating time for official speeches from dignitaries, political figures, the Commissioner and the CO;
- Establishing timings;
- Conducting rehearsals.

Additional details on best practices, including sample scripts, are contained in the RCMP Ceremonial and Protocol Guide (currently being updated.)

- ***Venue Set Up Coordinator***

The Venue Set Up Coordinator is responsible for all matters concerning the logistic aspects of the Regimental Funeral venue. The Coordinator will work closely with the i/c Logistics and the i/c Finance in obtaining the necessary human resources and material resources required to design and create a fitting environment for the funeral service including the following items, as required:

- Audio, visual, lighting and other technical requirements;
- Decorations, flowers, pole and draping and other decorative elements;
- Rental equipment that may include seating, staging, etc.

- ***Seating Coordinator***

The creation of the seating plan is one of the most undervalued tasks within the Regimental Funeral Coordinator's area of responsibility. Great care must be taken when creating a proper seating plan. Protocol must be followed and the wishes and the needs of the family must be paramount. When creating a seating plan, specific areas must be set aside for:

- The fallen member's family;
- The fallen member's extended family;
- Close colleagues of the fallen member;
- Detachment members, unit members and troop mates of the fallen member;
- Dignitaries, politicians and other VIPs;
- RCMP senior management;
- RCMP pallbearers;
- RCMP members and employees;
- Other law enforcement personnel; and
- The general public.

The Seating Coordinator will coordinate the seating on the day of the Regimental Funeral and will supervise ushers and other volunteers assigned to direct guests to assigned seating. He/she will work closely with provincial protocol partners, the i/c Operations/Security Coordinators, the DFLO, the i/c Logistics and Volunteer Coordinators in order to effectively manage this task. Appendix 11 is a sample seating plan.

- ***Reception Coordinator***

If the family has elected to have a reception, the Reception Coordinator will manage all aspects related to the reception. He/she will work closely with the DFLO, the Regimental Funeral Coordinator, the i/c Logistics, the i/c Finance, the Seating Coordinator for VIP lists and the i/c Operations/Security Coordinator.

The reception normally follows the Regimental Funeral. The RCMP Benefit Trust Fund may provide funding to a maximum of $6,000 for reception expenses. Although this may appear to be an adequate figure, one must keep in mind that several thousand attendees may be present.
Appendix 8 and Appendix 9 are templates to request payment of expenses from the Benefit Trust Fund.

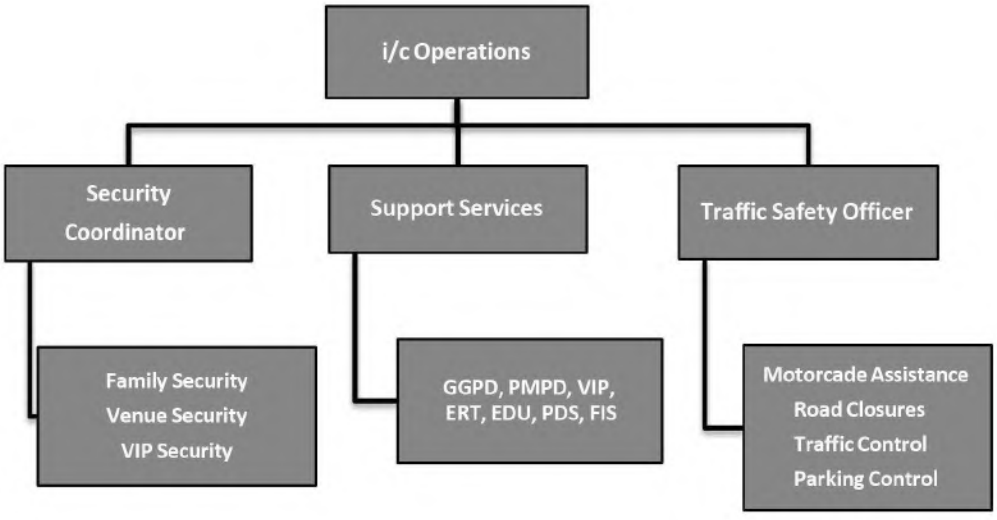
There will likely be two main receptions. The first is a private/family reception and the second is a law enforcement-only reception. In some cases the general public have been invited to the law enforcement reception. An important factor to consider when organizing the reception is the implementation of a security team to restrict access, if required.

9.6 Operations Unit (i/c Operations)

The Regimental Funeral will draw a significant group of participants, dignitaries and spectators. As with any major event, security and public safety, VIP security and public order become critical components of the planning and execution of the mission.

Selection Criteria

The Operations Unit will be led by a senior commissioned officer with experience as a critical incident commander. The i/c Operations will oversee all operational and security aspects of the CIFM response, particularly the Regimental Funeral and the reception. The i/c Operations must have exceptional leadership and communication skills and should have a proven track record in effectively managing the security components of large-scale events. A background in incident command, critical incidents, emergency planning, traffic enforcement and emergency planning are assets.



Duties

The i/c Operations responsibilities include:

- Overseeing the completion of all operational plans, threat assessments, security plans, evacuation plans, lethal over-watch plans, arrest/intervention plans and traffic safety plans required for the Regimental Funeral;
- Establishing a suitable command post for the Regimental Funeral;
- Updating the CIFM Command Triangle on arising issues and the progress of operations;
- Consulting with and briefing the division CROPS officer on threat assessments and the status of operations;
- Liaising with the i/c Logistics regarding obtaining human or material resources;
- Liaising with the Regimental Funeral Coordinator and the i/c Logistics/Venue Coordinator regarding any issues with the chosen venues.

The i/c Operations will also liaise with the following specialized units as required:

- The Governor General's Protection Detail (GGPD);
- The Prime Minister's Protective Detail (PMPD);
- VIP Security (VIP);
- Divisional Emergency Response Teams (ERT);
- Explosive Disposal Units (EDU);
- Police Dog Services (PDS);
- Forensic Identification Units (FIS)

9.7 Security Coordinator

The Security Coordinator will manage all security components of the operation. This includes preparing operational plans and security plans, and ensuring the fallen member's family residence is secure while

they are absent. The Security Coordinator will oversee security at the various venues and provide assistance to other security units assigned to protect dignitaries or other VIPs. Appendix 12 is a roster for family house/residence security.

Support Services

The Support Services Officer will receive information from a variety of specialized policing units, coordinate requests for specialized duty services, communicate with those units and provide access to information and venues as required/requested. He/she will also task appropriate divisional operational units to conduct threat assessments as required.

Traffic Safety Officer

The Traffic Safety Officer is responsible for managing a team of traffic services or general duty personnel assigned for CIFM response-related traffic duties. Assistance may include:

- Motorcade support duties;
- Road closures;
- Traffic control and enforcement duties;
- Parking control duties and any of the venues.

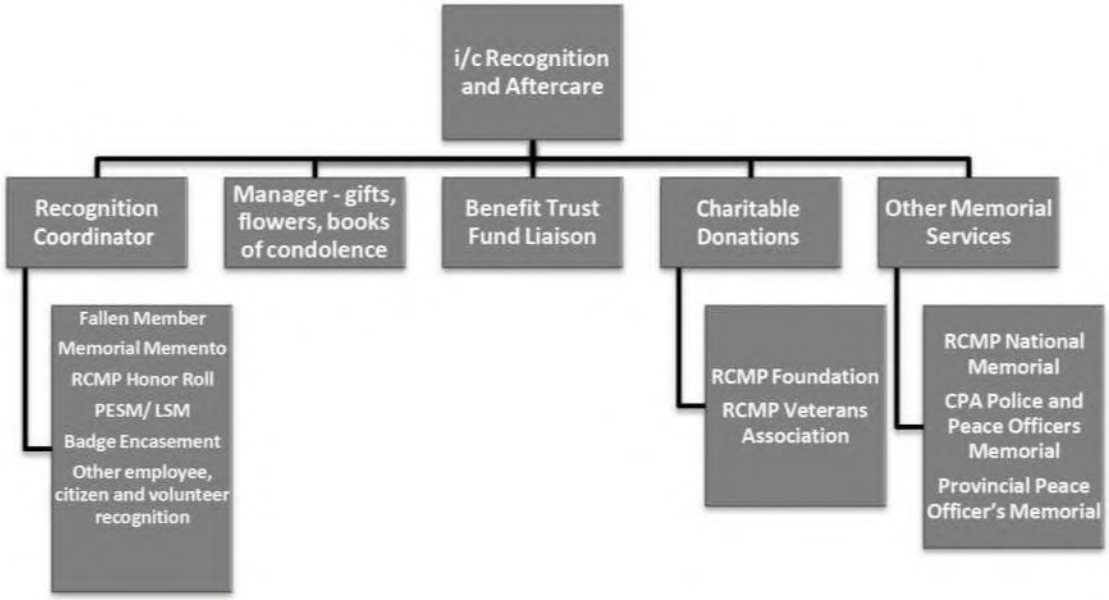
9.8 Recognition and Aftercare Unit (i/c Recognition and Aftercare)

It is important to recognize that the work of the CIFM response is not done with the completion of the Regimental Funeral and interment. Although many members/employees assigned may return to normal duties, a few will remain to continue other essential work. Often, the person assigned to oversee these tasks is the divisional sergeant major or warrant officer.

The i/c of Recognition and Aftercare will continue to be supported by the Command Triangle, the File Coordinator and a few of the remaining leads of the other CIFM response units.

If sufficient resources are available, the i/c Recognition and Aftercare may also be supported by individuals responsible for:

- Formal and informal recognition;
- Assisting with managing gifts, flowers and books of condolence for the family members;
- Liaising with the Benefit Trust Fund on financial assistance requests;
- Maintaining relationships with the RCMP Foundation or the RCMP Veterans Association which may have assisted with the administration and management of charitable donations;
- Providing information and support to family members regarding future police memorial services, and
- When possible consultation with the family should be considered for events specific to the fallen member.



Recognition Coordinator

In consultation with the division's honors and recognition coordinator, the Recognition Coordinator will ensure employee recognition processes are considered.

- ***Recognition of the fallen member***

The fallen member and his/her family continue to be recognized by the RCMP in a number of ways. The following are examples of formal recognition that will take place:

- ***RCMP Memorial Memento***

The RCMP Memorial Memento is presented to surviving family members at a formal presentation by the Commissioner. The memento is presented at the annual RCMP National Memorial in Regina, Saskatchewan after the passing of the fallen member.

The Recognition Coordinator or Division Sergeant Major will complete Form 5186 – Memorial Memento Application on behalf of the family, with the assistance of the DFLO.

- ***RCMP Honour Roll and Book of Remembrance***

The circumstances surrounding the fallen member's death will be examined by the RCMP Honour Roll Committee. The division sergeant major will complete the necessary documentation to be forwarded to the National RCMP Honours and Recognition for review. The RCMP Honour Roll may be found at the following link:

http://www.rcmp-grc.gc.ca/hon/honour-honneur-roll-tableau-eng.htm

Depending upon the time of year of the fallen member's death, the family may be given the option to have their fallen member included in the Honour Roll in the same year as the incident or in the following year. The DFLO should explain this option to the designated family member at the appropriate time.

- ***Police Exemplary Service Medal or RCMP LSM/Other National Honours***

The fallen member may qualify for other national honours such as the Police Exemplary Service Medal or if applicable, the RCMP Long Service Medal and Clasps. To determine if the fallen member qualifies for any RCMP Long Service Award, please contact the division honours and recognition coordinator or National RCMP Honours and Recognition.

- ***RCMP Badge encasement***

If the family wishes, the fallen member's RCMP identification badge may be encased in acrylic and presented to the NOK. Form 2455 – Request for ID Badge Encasement may be filled out by the unit commander and forwarded to the i/c Recognition and Aftercare for processing.

- ***Recognition of members, employees, emergency services personnel and citizens who responded to the call of a critically injured or fallen member.***

It is likely that the actions of those who responded to, or provided support to the critical incident were exemplary. Actions deserving recognition may include responding to the call, apprehending the offender, rendering assistance or attempts to provide life-saving measures. Each situation is assessed on the facts. The Recognition Coordinator should work with division honors and recognition coordinators and detachment personnel to ensure submissions for formal RCMP recognitions are forwarded for review by the division's awards review committee.

- ***Recognition of members, employees, municipalities, businesses and volunteers involved in the CIFM response.***

The in the line of duty death of a serving member of the RCMP will affect the community where the member served. Past experience has shown the communities offer support their local RCMP in a number of ways. The support from municipalities, other government departments, businesses and citizens should not be overlooked. The Recognition Coordinator will ensure that these individuals and groups are thanked in a respectful and meaningful way.

The planning and organization of a Regimental Funeral is a complicated and laborious task. The Recognition Coordinator may also prepare submissions to recognize outstanding contributions by certain members of the CIFM Response Team for efforts above and beyond what would normally be expected by our employees.

Management of gifts, flowers and books of condolence

With the outpouring of support to the fallen member's family, an individual should be assigned to manage the gifts, flowers and books of condolence that begin to appear. Some of these items are sent to the local detachment, others to the CIFM Response Team or even directly to the family. These gifts usually begin to arrive just after the incident and will continue well after the Regimental Funeral.

The manager of gifts, flowers and books of condolence will be required to work with the DFLO, detachment commanders and the i/c Logistics in order to properly manage these items.

Benefit Trust Fund Liaison

After a CIFM response, there may be continuing questions regarding the Benefit Trust Fund. Lines of communication must remain open between the Fund representative and the i/c Recognition and Aftercare. Liaison questions relative to the Benefit Trust Fund can be sent to e-mail account Benefit_Trust_Fund@rcmp-grc.gc.ca

Charitable Donations

Recent fallen member incidents have seen the rise of charitable monetary donations for the member's family. Prior to setting up accounts, consult with the Office of Professional Responsibility at RCMP National Headquarters.

The RCMP Foundation and the RCMP Veterans Association have been most helpful in assisting by setting up accounts and managing and disbursing donations to the fallen member's family. For assistance, contact the Officer in Charge of Strategic Partnerships and Heritage Branch, Ottawa.

Other memorial services

The sacrifices of fallen RCMP members and other fallen police officers are remembered. There are a number of annual police officer memorial services that take place across Canada.

- ***The RCMP National Memorial, Depot Division, Regina Saskatchewan***

The RCMP remembers each of its Honour Roll members at the RCMP National Memorial at Depot Division, Regina, Saskatchewan each year. The Memorial Service takes place on the second Sunday of September. The family members of recent additions to the RCMP Honour Roll are brought to Regina to attend the Memorial Parade and Service. The new Honour Roll member's names are inscribed on the

RCMP Cenotaph.

The Commissioner also presents the family with the RCMP Memorial Memento and a copy of their loved one's page in the Book of Remembrance in a private ceremony during the family reception. Many family members of our Honour Roll members continue to visit Depot on the second Sunday of September.

The division sergeant major or the i/c Recognition and Aftercare should provide information to the families regarding the RCMP National Memorial Service.

- ***The Canadian Police Association, National Police and Peace Officer Memorial, Ottawa Ontario***

The Canadian Police Association organizes the National Police and Peace Officer Memorial, which is held annually in Ottawa, Ontario. It is usually held on the fourth Sunday of September on Parliament Hill and includes the reading of names of police and peace officers who have been added to the Honour Roll that year.

Family members of fallen RCMP members are invited to attend. Travel and related costs for family members are funded by the division where the fallen member last served. In addition, a hat bearer from the fallen member's division is usually chosen to carry the member's Stetson during the ceremony.

- ***Provincial Police Officer Memorials***

There are a number of provincial police memorial services held throughout the country. The dates and locations of these memorial services vary. For further information, contact the division's warrant officer.

Appendix 1 A Guide for NOK Notification

Preparing

1. Find out the following information before you tell someone about the death of a loved one:
    a. Time and place of death,
    b. Cause of death,
    c. Location of the victim's belongings,
    d. Where and when to identify the body,
    e. Time and place of autopsy.
2. Find another person to attend with you.
3. Plan your words and rehearse them.

Notifying the next-of-kin

1. Introduce yourself at the door and ask to come in.
2. Say, "I have some very bad news for you," to prepare them for your news.
3. Tell them of the death directly and simply.
4. Tell them the facts you know and where to get more information.
5. Don't hug them but let them hug you if they need to. Don't shy away.
6. Let them talk while you listen. Don't judge.
7. Stay with them until:
    a. A relative, friend, or neighbour is there, or
    b. You refer them to a professional such as clergy, counsellor, or funeral director, or
    c. You decide they are coping
8. Leave them your card.
9. Record the details of the meeting.

Appendix 2 Fallen Member Profile Sheet

Fallen Member Profile Sheet	
NAME: _____	Male ____ Female ____
Division:_____Detachment: _____	
City, Province: _____	
A) Personal data/information:	
Engagement Date:_____Reg. #:_____	
Engagement location: _____	
Date of Birth: _____	
Line of duty death: YES NO Unknown	
B) Primary contact:	
Name: _____	Male ____ Female ____
Relationship to deceased: _____	
Address: _____	
_____	
Phone:_____Cell: _____	
Email:	
Preferred language: _____	
Translator required: YES NO	
If required, Translator Name:	Male ____ Female ____
Phone:_____Cell:	
C) Family information:	
Spouse:	Male ____ Female ____
_____	

Fallen Member Profile sheet, Page 2	
Children	
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Previous spouse	
Name:_____	Male ___ Female ___
Other children	
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
Name:_____Age:_____	Male ___ Female ___
D) Spiritual Advisor	
Member's religion:_____	
Clergy:_____Phone:_____	
E) Financial Advance	
Eligible: YES NO If yes, requested? YES NO	
Additional comments:	
_____	
_____	
_____	
_____	

Appendix 3 Treasury Board Directive

information

Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada

DATE: 08 December 2004

TO: Functional Heads of Administration and Personnel
Senior Full-Time Financial Officers
Senior Full-Time Travel Officers
Designated Departmental Travel Co-ordinators
Integrated Relocation Program

SUBJECT: Delegation of Authority to Departments

On October 7, 2004, the Treasury Board (TB) approved a proposal to extend the delegation of authority to Deputy Heads to approve extensions and exceptions to the provisions of a number of Treasury Board Secretariat (TBS) policies on behalf of individual employees in unusual circumstances. This authority was first granted to Deputy Heads on a trial basis.

In keeping with the principles of modern comptrollership, this initiative has generally resulted in improving the efficiency of organizations in the conduct of day-to-day operations, ensuring appropriate accountability while contributing to simplify workload both at departmental and Secretariat levels.

DATE : le 08 décembre 2004

AUX : Chefs fonctionnels des services, de l'administration et du personnel
Agents financiers supérieurs à plein temps
Agents de voyages supérieurs à plein temps
Coordonnateur/trice ministériel de voyage
Programme de réinstallation intégré

OBJET : Délégation d'un pouvoir aux ministères

Le 7 octobre 2004, le Conseil du Trésor (CT) a approuvé une proposition visant à déléguer aux administrateurs généraux le pouvoir d'approuver pour des fonctionnaires individuels, et ce, dans des circonstances exceptionnelles, la prolongation et l'exception de l'application de dispositions d'un certain nombre de politiques du Secrétariat du Conseil du Trésor (SCT). En 2001, cette autorité avait été accordée aux administrateurs généraux sur une base d'essai.

En harmonie avec les principes de la fonction moderne de contrôleur, cette initiative a généralement permis d'améliorer l'efficacité de l'organisation dans la conduite de ses activités courantes, d'assurer une responsabilisation appropriée tout en contribuant à simplifier la charge de travail, à la fois pour les ministères et le Secrétariat.

The policy instruments covered by this authority are:

- **the Travel Directive,**
- **Relocation – Integrated Relocation Program (IRP) Directive,**
- **the Foreign Services Directive, and**
- **the Isolated Posts and Government Housing Directive.**

This authority has also been extended to include the Canadian Forces / RCMP instructions relative to these policy instruments. The following provisions apply:

1. Its application continues to be limited to the four National Joint Council (NJC) Directives mentioned above, to exclude application to non-public servants, and to exclude exceptions to pilot projects under any of these policies as to not invalidate potential trial results;

2. The current administrative approvals be maintained at the Deputy Head level within organizations with the provision that such decisions for approval not be further delegated down below the Assistant Deputy Minister level within that organization;

Cette autorité s'applique aux politiques suivantes:

- **la Directive sur les voyages,**
- **Directive sur la réinstallation – Programme de réinstallation intégré (PRI),**
- **la Directive sur les services extérieurs, et**
- **la Directive sur les postes isolés et les logements de l'État.**

Elle s'applique également aux directives émises par les Forces canadiennes et la GRC ayant trait à ces politiques. Les dispositions suivantes s'appliquent :

1. Son application continue de se limiter aux quatre directives du Conseil national mixte (CNM) mentionnées plus haut, exclue les non-fonctionnaires et exclue des exceptions aux projets pilotes mis en œuvre en vertu de l'une ou l'autre de ses politiques et qui pourrait invalider les projets pilotes;

2. Les approbations administratives actuelles soient maintenues au niveau de l'administrateur général des organisations, avec une disposition que de telles décisions pour approbation ne soient pas déléguées sous le niveau de sous-ministre adjoint de l'organisation;

3. The financial limits per incident exception be maintained at the current $10,000 maximum;

4. Organizations are required to continue to monitor and report on the application of this authority. This information is to be incorporated into departmental cyclical audits and made available to TBS for periodic review and assessment.

The intent is not for this administrative approval extension to be used to override other authorities which fall under other jurisdictions, such as policy issues governing the management of petty cash advances or as a means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific.

Examples of cases covered by this authority are to address situations of loses of property and funds (e.g. theft) while in travel status, the expenses of a family member's travel in situations of serious employee illness or death while in travel status, additional relocation assistance on recruitment, etc.

Departments must continue to subject their decisions to provide financial assistance under this authority to the most rigorous scrutiny. Each approval should be able to be fully explained and justified to both auditors and public.

3. La limite de coût maximale par exception soit maintenue à 10 000 $;

4. Les organisations continuent à surveiller et à faire rapport sur l'application de cette autorisation. Cette information doit être inclue dans les vérifications cycliques des ministères et mise à la disposition du SCT pour revue et évaluation périodiques.

L'objectif de l'extension de cette approbation administrative n'est pas de déroger à d'autres autorisations qui sont soumises à d'autres juridictions, telles que les questions stratégiques régissant les avances de petite caisse ou comme moyen de se soustraire à des plafonds ou limites d'autre part imposés et qui sont propres à une politique.

Des exemples de cas couverts par cette autorité visent à régler des situations de perte de propriété (p. ex. des vols) pour des employés en situation de déplacement, les dépenses d'un membre de la famille appelé à voyager parce que l'employé en statut de voyage est affecté par une maladie sérieuse ou décède, les frais additionnels de réinstallation visant le recrutement, etc.

Les ministères doivent continuer à soupeser attentivement la décision d'accorder une aide financière en vertu de ces pouvoirs. Pour chaque cas, ils devraient être en mesure de fournir des explications complètes et une justification tant aux vérificateurs qu'au grand public.

In cases where a financial loss or expense can be partly attributed to negligence of poor judgement on the part of the employee, it is incumbent on the organization to determine what degree of assistance is a proper charge on the public purse. In no case should the assistance result in a net financial benefit to the employee.

Requests for payments in excess of **$10,000** will continue to require the approval of the Assistant Secretary, Labour Relations, at the Treasury Board Secretariat.

If you have any questions, please contact Sean Ross at (613) 941-5381.

Lorsque la perte ou la dépense peut être partiellement attribuable à la négligence ou à un manque de jugement de la part du fonctionnaire, il incombe à l'organisme de déterminer quelle proportion de l'aide doit provenir des deniers publics. L'aide ne devrait jamais représenter un avantage financier net pour le fonctionnaire.

Les paiements supérieurs à **10 000 $** continueront d'être assujettis à l'approbation du Secrétaire adjoint, Relations de travail, du Secrétariat du Conseil du Trésor.

Pour toutes questions, n'hésitez pas à communiquer avec Sean Ross au (613) 941-5381.

Le Directeur par intérim
Groupe de la santé, de la sécurité et des services aux employés
Secrétariat du Conseil du Trésor

Rick Seaman
Acting Director
Safety, Health and Employee Services Group
Treasury Board Secretariat

Appendix 4 Funeral Arrangements Broadcast Checklist

Funeral Arrangements broadcast content checklist	
First Broadcast – Internal distribution to all employees - Initial details of service once day and location (city/town) is established	
Second Broadcast – Internal distribution to all employees AND external to all law enforcement partners - Exact date, time and location - Transportation details – flight discounts, etc. - Accommodation details – hotels, etc. ***NOTE: It is important to send the above information out as soon as possible to enable those wishing to attend to make travel arrangements.*** If available in a **timely manner**, include the following: - Visitation location, time, date, if approved by the family - Muster point for parade - Transportation to muster point - Order of dress (medals, etc.) - Change rooms - Reception (if applicable) - Viewing/prayers - Contact numbers - How to make charitable donations	
Third Broadcast – Internal distribution to all employees AND external to all law enforcement partners ***NOTE: Only issue if complete information was not available for second communiqué*** - all information listed above	

Appendix 5 Funeral Arrangements Broadcast Template

AUDIENCE: Internal and police and law enforcement partners

On behalf of Assistant Commissioner XXXXX, Commanding Officer of "X" Division, funeral arrangements for RANK, FULL NAME are:

Full Regimental Funeral:

- Day of week, date, year at XXXX hrs
- Venue (name and street address, city, province)

Donations, in lieu of flowers, are to be sent to: (as per family's wishes)

Order of Dress:

- Review Order #X, XXXXX Sam Browne,
- Medals, mourning ribbons, felt hat, gloves.
- Officers who are in the processional are to wear Stetsons.

Processional:

Members in the processional will muster at XX:XX hrs. The muster point is at the corner of X street and X street.

Members in the processional may change at:

- Name of venue
- XX street,
- City, Province
- The time of day it will be open to use to change. (i.e. available at 0830h)

Bus transportation will be available to members in the processional from (location). Some parking is also available at the venue.

Accommodations:

The following accommodations are available at government rates:

- Name of hotel
- address
- city, province

Appendix 6 Survivor Benefits for Fallen Members

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Example: Gunshot wound, **motor vehicle accident,**resulting in death	Example: Accidental Death in the workplace/**Self Inflicted Deaths**	Example: Member passes away due to illness (cancer, heart attack, etc.)
First Point of Contact: • **DG NCS** • Upon notification of a member slain on duty, NCS Pension and Insurance staff will: ○ coordinate notification to all stakeholders; ○ advise the DFLO of next steps; ○ advise which supporting documents are required to process all benefits (pay, pension, VAC, CPP, SIP and Insurance, see Appendix 14); and ○ The DFLO will arrange a date and time for NCS to meet in-person with the family to complete the required documents. Travel expenses for NCS representatives will be paid by the DG NCS.	**First Point of Contact:** • **National Pay Operations (NPO)** 1-866-729-7293 ○ Initial phone call to advise of the death. ○ **NPO** will require all information requested on the Death of Active Member Notification • The Pension and Life Insurance Administrators will be provided a copy of the completed Death Notification. Upon receipt they will prepare the required documents and send **NCS Pension and Insurance Groups.** • At the CO's request NCS will meet with the survivor/family in-person to assist with the completion of the required documents. Travel expenses for NCS representatives are to be paid by the division. **The DFLO will confirm with NCS if a visit is requested.** • **If a family visit is not requested – NCS will prepare the documents and forward to the DFLO.** • NCS support can also be provided to the survivor/family via telephone or videoconference.	**First Point of Contact:** • **National Pay Operations (NPO)** 1-866-729-7293 ○ Initial phone call to advise of the death. ○ **NPO** will require all information requested on the Death of Active Member Notification • The Pension and Life Insurance Administrators will be provided a copy of the completed Death Notification. Upon receipt they will prepare the required documents and send **NCS Pension and Insurance Groups.** • **Following the CO's request and CHRO approval**, NCS will meet with the survivor/family in-person to assist with the completion of the required documents. Travel expenses for NCS representatives are to be paid by the division. • **If a family visit is not requested – NCS will prepare the documents and forward to the DFLO.** • NCS support can also be provided to the survivor/family via telephone or videoconference.
Condolence Letters		
As per the NCM – Ch IV.8 • For an active member, a condolence letter must be prepared by the member's division for the Commissioner's signature prior to the funeral. Note: The member's division is responsible to prepare the letter.	As per NCM – Ch IV.8 • For an active member, a condolence letter must be prepared by the member's division for the Commissioner's signature prior to the funeral. Note: The member's division is responsible to prepare the letter.	As per the NCM – Ch IV.8 • For an active member, a condolence letter must be prepared by the member's division for the Commissioner's signature prior to the funeral. Note: The member's division is responsible to prepare the letter.

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Pension Plan Benefits		
Two or More Years of Pensionable Service at Time of Death • **Survivor:** An annual pension equal to 50% of the value of the member's deferred annuity (pension payable at age 60) based on the member's years of service at time of death. • **Children:** For each eligible child, an annual pension equal to 20% of the survivor's annual pension to a combined maximum of 80%. If there is no spouse, the eligible children are entitled to an annual pension paid at orphan rates (the percentage payable to each eligible child is 40% of the annual pension the spouse would have received up to a combined maximum of 160%). • **Named beneficiary or Estate:** If there is no eligible survivor or children, an amount equal to the greater of the contributions with interest or five times the deferred annuity will be paid to the pension beneficiary named. If no such beneficiary designation exists on file, survivor benefits will be paid to the estate. **Less than Two Years of Pensionable Service at Time of Death** A survivor benefit equal to the greater of a refund of the member's contributions with interest or a lump sum payment equal to one month's pay for each year of pensionable service or partial year (pro-rated for the number of days in the year) to the member's credit at the time of death.	**Two or More Years of Pensionable Service at Time of Death** • **Survivor:** An annual pension equal to 50% of the value of the member's deferred annuity (pension payable at age 60) based on the member's years of service at time of death. • **Children:** For each eligible child, an annual pension equal to 20% of the survivor's annual pension to a combined maximum of 80%. If there is no spouse, the eligible children are entitled to an annual pension paid at orphan rates (the percentage payable to each eligible child is 40% of the annual pension the spouse would have received up to a combined maximum of 160%). • **Named beneficiary or Estate:** If there is no eligible survivor or children, an amount equal to the greater of the contributions with interest or five times the deferred annuity will be paid to the pension beneficiary named. If no such beneficiary designation exists on file, survivor benefits will be paid to the estate. **Less than Two Years of Pensionable Service at Time of Death** A survivor benefit equal to the greater of a refund of the member's contributions with interest or a lump sum payment equal to one month's pay for each year of pensionable service or partial year (pro-rated for the number of days in the year) to the member's credit at the time of death.	**Two or More Years of Pensionable Service at Time of Death** • **Survivor:** An annual pension equal to 50% of the value of the member's deferred annuity (pension payable at age 60) based on the member's years of service at time of death. • **Children:** For each eligible child, an annual pension equal to 20% of the survivor's annual pension to a combined maximum of 80%. If there is no spouse, the eligible children are entitled to an annual pension paid at orphan rates (the percentage payable to each eligible child is 40% of the annual pension the spouse would have received up to a combined maximum of 160%). • **Named beneficiary or Estate:** If there is no eligible survivor or children, an amount equal to the greater of the contributions with interest or five times the deferred annuity will be paid to the pension beneficiary named. If no such beneficiary designation exists on file, survivor benefits will be paid to the estate. **Less than Two Years of Pensionable Service at Time of Death** A survivor benefit equal to the greater of a refund of the member's contributions with interest or a lump sum payment equal to one month's pay for each year of pensionable service or partial year (pro-rated for the number of days in the year) to the member's credit at the time of death.

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Indexation • In the event of a member's death, any survivor benefit paid in the form of a monthly pension will be adjusted annually by the rate of inflation, starting on January 1st of the following year.	**Indexation** • In the event of a member's death, any survivor benefit paid in the form of a monthly pension will be adjusted annually by the rate of inflation, starting on January 1st of the following year.	**Indexation** • In the event of a member's death, any survivor benefit paid in the form of a monthly pension will be adjusted annually by the rate of inflation, starting on January 1st of the following year.
Canada Pension Plan (CPP) / Quebec Pension Plan (QPP) Upon application, Canada Pension Plan / Quebec Pension Plan survivor benefits may be paid to a deceased contributor's estate, surviving spouse or common-law partner and dependent children. There are three types of benefits: • the death benefit is a one-time payment to, or on behalf of, the estate of a deceased Canada Pension Plan / Quebec Pension Plan contributor; • the survivor's pension is a monthly pension paid to the surviving spouse or common-law partner of a deceased contributor; • the children's benefit is a monthly benefit for dependent children of a deceased contributor.	**Canada Pension Plan (CPP) / Quebec Pension Plan (QPP)** Upon application, Canada Pension Plan / Quebec Pension Plan survivor benefits may be paid to a deceased contributor's estate, surviving spouse or common-law partner and dependent children. There are three types of benefits: • the death benefit is a one-time payment to, or on behalf of, the estate of a deceased Canada Pension Plan / Quebec Pension Plan contributor; • the survivor's pension is a monthly pension paid to the surviving spouse or common-law partner of a deceased contributor; • the children's benefit is a monthly benefit for dependent children of a deceased contributor.	**Canada Pension Plan (CPP) / Quebec Pension Plan (QPP)** Upon application, Canada Pension Plan /Quebec Pension Plan survivor benefits may be paid to a deceased contributor's estate, surviving spouse or common-law partner and dependent children. There are three types of benefits: • the death benefit is a one-time payment to, or on behalf of, the estate of a deceased Canada Pension Plan / Quebec Pension Plan contributor; • the survivor's pension is a monthly pension paid to the surviving spouse or common-law partner of a deceased contributor; • the children's benefit is a monthly benefit for dependent children of a deceased contributor.

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
***Pension Act* – Administered by Veterans Affairs Canada** • In certain circumstances survivors of members of the Royal Canadian Mounted Police may have an entitlement to pension benefits under the Pension Act. To qualify, it must be established to the satisfaction of Veterans Affairs Canada (VAC) that death resulted from service in the RCMP. • Veterans Affairs Canada (VAC) has sole jurisdiction in adjudicating applications for benefits under this Act and the RCMP's role is to provide documentation at the request of VAC.	***Pension Act* – Administered by Veterans Affairs Canada** • In certain circumstances survivors of members of the Royal Canadian Mounted Police may have an entitlement to pension benefits under the Pension Act. To qualify, it must be established to the satisfaction of Veterans Affairs Canada (VAC) that death resulted from service in the RCMP. • Veterans Affairs Canada (VAC) has sole jurisdiction in adjudicating applications for benefits under this Act and the RCMP's role is to provide documentation at the request of VAC.	N/A
Survivor Income Plan (SIP) • The Survivor Income Plan (SIP) provides the survivors of members of line of duty deaths with an amount equal to net income of the fallen member, until the member would have reached age 60. At that point the survivor receives a sum equivalent to the pension the member would have received. • The SIP amount is a top up to the other eligible sources of income, i.e. the RCMP Pension Plan, the Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) and the Pension Act Award as determined by Veterans Affairs Canada (VAC).	**Survivor Income Plan (SIP)** • The Survivor Income Plan (SIP) provides the survivors of members of line of duty deaths with an amount equal to net income of the fallen member, until the member would have reached age 60. At that point the survivor receives a sum equivalent to the pension the member would have received. • The SIP amount is a top up to the other eligible sources of income, i.e. the RCMP Pension Plan, the Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) and the Pension Act Award as determined by Veterans Affairs Canada (VAC).	N/A

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Insurances		
RCMP Group Life, Accidental Death & Dismemberment Insurance Plans • Any applicable life insurance and accidental death or dismemberment insurance amounts will be payable to the designated beneficiary. In the absence of a designated beneficiary Great-West Life pays the benefit based on the line of succession for the province in which the plan member lived. • National Compensation Services – Insurance Group will contact Morneau Shepell, the RCMP Insurance Administrator on behalf of the beneficiary (ies). • Upon notification of death, Morneau Shepell will begin the process for RCMP Group Life Insurance Plans • An advance of $10,000 may be requested as part of the completion of the Death of Active Member Notification. (only applicable if the member has life insurance)	**RCMP Group Life, Accidental Death & Dismemberment Insurance Plans** • Any applicable life insurance and accidental death or dismemberment insurance amounts will be payable to the designated beneficiary. In the absence of a designated beneficiary Great-West Life pays the benefit based on the line of succession for the province in which the plan member lived. • National Compensation Services – Insurance Group will contact Morneau Shepell, the RCMP Insurance Administrator on behalf of the beneficiary (ies).Upon notification of death, Morneau Shepell will begin the process for RCMP Group Life Insurance Plans. • An advance of $10,000 may be requested as part of the completion of the Death of Active Member Notification. (only applicable if the member has life insurance) • In the event of a suicide, benefits under the Accidental Death and Dismemberment Plan are not payable.	**RCMP Group Life, Accidental Death & Dismemberment Insurance Plans** • Any applicable life insurance and accidental death or dismemberment insurance amounts will be payable to the designated beneficiary. In the absence of a designated beneficiary Great-West Life pays the benefit based on the line of succession for the province in which the plan member lived. • National Compensation Services – Insurance Group will contact Morneau Shepell, the RCMP Insurance Administrator on behalf of the beneficiary (ies).Upon notification of death, Morneau Shepell will begin the process for RCMP Group Life Insurance Plans • An advance of $10,000 may be requested as part of the completion of the Death of Active Member Notification. (only applicable if the member has life insurance) • An advance in the event of a terminal illness is also available under the Basic Life Insurance Plan. A one-time payment to a maximum of $50,000 may be requested.

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Public Service Health Care Plan (PSHCP) • Survivors may be eligible to enroll for coverage under the PSHCP. • Coverage does not automatically continue for a survivor. An application is required.	**Public Service Health Care Plan (PSHCP)** • Survivors may be eligible to enroll for coverage under the PSHCP. • Coverage does not automatically continue for a survivor. An application is required.	**Public Service Health Care Plan (PSHCP)** • Survivors may be eligible to enroll for coverage under the PSHCP. • Coverage does not automatically continue for a survivor. An application is required.
Pensioners' Dental Services Plan (PDSP) • Survivors receiving a pension benefit may be eligible for dental coverage • Must apply under the PDSP in order to obtain this benefit	**Pensioners' Dental Services Plan (PDSP)** • Survivors receiving a pension benefit may be eligible for dental coverage • Must apply under the PDSP in order to obtain this benefit	**Pensioners' Dental Services Plan (PDSP)** • Survivors receiving a pension benefit may be eligible for dental coverage • Must apply under the PDSP in order to obtain this benefit
Funeral and Burial Entitlements		
The following costs may be covered, subject to evidence of actual expenses having been incurred: • the cost of a plot for earth burial or a columbarium niche for the inurnment of the cremated remains, at local prevailing rates; • the cost of perpetual care for the regimental marker, the plot, a concrete or similar enclosure when necessary, and labour costs to open and close the grave; • actual transportation costs for the body if earth burial takes place in Canada at a location other than where death occurred; • actual and reasonable return commercial transportation costs for the survivor, eligible children, and parents within one year of the member's death, to attend the earth burial, if it took place in Canada at a location other than where death occurred; and	The following costs may be covered, subject to evidence of actual expenses having been incurred: • the cost of a plot for earth burial or a columbarium niche for the inurnment of the cremated remains, at local prevailing rates; • the cost of perpetual care for the regimental marker the plot, a concrete or similar enclosure when necessary, and labour costs to open and close the grave; • actual transportation costs for the body if earth burial takes place in Canada at a location other than where death occurred; • actual and reasonable return commercial transportation costs for the survivor, eligible children, and parents, within one year of the member's death, to attend the earth burial, if it took place in Canada at a location other than where death occurred; and	The following costs may be covered, subject to evidence of actual expenses having been incurred: • the cost of a plot for earth burial or a columbarium niche for the inurnment of the cremated remains, at local prevailing rates; • the cost of perpetual care for the regimental marker the plot, a concrete or similar enclosure when necessary, and labour costs to open and close the grave; • actual transportation costs for the body if earth burial takes place in Canada at a location other than where death occurred; • actual and reasonable return commercial transportation costs for the survivor, eligible children, and parents, within one year of the member's death, to attend the earth burial, if it took place in Canada at a location other than where death occurred; and

ACTIVE MEMBER DEATH		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**
Funeral and Burial Entitlements		

• actual costs incurred for the payment of tax
• as of April 1, 2018, up to $15, 643 may be paid to defray funeral expenses when one funeral director is involved covering:
  • removal of body from place of death;
  • funeral home consultation and administrative services;
  • death registration fees and certificates;
  • embalming and preparation of body, including cremation;
  • provision of a casket;
  • provision of room within funeral home;
  • provision of chapel, clergy, and organist;
  • hearse to place of internment; and
  • provision of two vehicles for mourners and pallbearers.
  • An additional 7.9% of $15,291 may be paid when a second funeral director is required, when burial is other than the place of death.
• The above-noted amount may be subject to annual increases effective April 1st. Refer to the NCM ch.2.11. Death Benefits, Funeral, and Burial Entitlements for the current provision.
• The Commissioner or delegate may allocate additional public funds for expenses pertaining to a full regimental funeral should the member's death be in the line of duty. All arrangements will be made in consultation with the consent of the deceased member's family.
	• actual costs incurred for the payment of tax
	• as of April 1, 2018, up to $15, 643 may be paid to defray funeral expenses when one funeral director is involved covering:
	  • removal of body from place of death;
	  • funeral home consultation and administrative services;
	  • death registration fees and certificates;
	  • embalming and preparation of body, including cremation;
	  • provision of a casket;
	  • provision of room within funeral home;
	  • provision of chapel, clergy, and organist;
	  • hearse to place of internment; and
	  • provision of two vehicles for mourners and pallbearers.
	  • An additional 7.9% of $15,291 may be paid when a second funeral director is required, when burial is other than the place of death.
	• The above-noted amount may be subject to annual increases effective April 1st. Refer to the NCM ch.2.11. Death Benefits, Funeral, and Burial Entitlements for the current provision.
	• The CO may recommend a Ceremonial Funeral. All arrangements will be made in consultation with the consent of the deceased member's family.
		• actual costs incurred for the payment of tax
		• as of April 1, 2018, up to $15, 643 may be paid to defray funeral expenses when one funeral director is involved covering:
		  • removal of body from place of death;
		  • funeral home consultation and administrative services;
		  • death registration fees and certificates;
		  • embalming and preparation of body, including cremation;
		  • provision of a casket;
		  • provision of room within funeral home;
		  • provision of chapel, clergy, and organist;
		  • hearse to place of internment; and
		  • provision of two vehicles for mourners and pallbearers.
		  • An additional 7.9% of $15,291 may be paid when a second funeral director is required, when burial is other than the place of death.
		• The above-noted amount may be subject to annual increases effective April 1st. Refer to the NCM ch.2.11. Death Benefits, Funeral, and Burial Entitlements for the current provision.
		• The CO may recommend a Ceremonial Funeral. All arrangements will be made in consultation with the consent of the deceased member's family.

Line of Duty Death	Deemed Line of Duty Death	Non Line of Duty Death
Grave Marker • The RCMP offers a Regimental marker (three options) if earth burial took place in a recognized cemetery in Canada. • So long as there is a reference to a member's service in the RCMP, $220.00 will be reimbursed towards the cost of a personalized headstone/marker or a columbarium niche. • **The appropriate Divisional grave marker contact will be provided to the survivor/family with the benefits documentation.**	**Grave Marker** • The RCMP offers a Regimental marker (three options) if earth burial took place in a recognized cemetery in Canada. • So long as there is a reference to a member's service in the RCMP, $220.00 will be reimbursed towards the cost of a personalized headstone/marker or a columbarium niche. • **The appropriate Divisional grave marker contact will be provided to the survivor/family with the benefits documentation.**	**Grave Marker** • The RCMP offers a Regimental marker (three options) if earth burial took place in a recognized cemetery in Canada. • So long as there is a reference to a member's service in the RCMP, $220.00 will be reimbursed towards the cost of a personalized headstone/marker or a columbarium niche. • **The appropriate Divisional grave marker contact will be provided to the survivor/family with the benefits documentation.**

Pay Related Benefits		
Regular Pay and Allowances • Member will receive regular pay and allowances owing in final pay period up to and including the date of death. • Annual leave balance, Lieu Time Off balance, and Operational Availability/Operational Readiness balance paid in cash, taxed at source (payable to Estate). **Balance of Pay for the Month of Death** • If a member dies with at least one year of service, the balance of his/her salary for the month in which death occurred is paid to the member's estate. It is not necessary for the member to have been remunerated in that month, to be eligible for this benefit. o Amount equals total of member`s annual salary and annual pensionable allowances on the date of death divided by	**Regular Pay and Allowances** • Member will receive regular pay and allowances owing in final pay period up to and including the date of death. • Annual leave balance, Lieu Time Off balance, and Operational Availability/Operational Readiness balance paid in cash, taxed at source (payable to Estate). **Balance of Pay for the Month of Death** • If a member dies with at least one year of service, the balance of his/her salary for the month in which death occurred is paid to the member's estate. It is not necessary for the member to have been remunerated in that month, to be eligible for this benefit. o Amount equals total of member`s annual salary and annual pensionable allowances on the date of death divided by	**Regular Pay and Allowances** • Member will receive regular pay and allowances owing in final pay period up to and including the date of death. • Annual leave balance, Lieu Time Off balance, and Operational Availability/Operational Readiness balance paid in cash, taxed at source (payable to Estate). **Balance of Pay for the Month of Death** • If a member dies with at least one year of service, the balance of his/her salary for the month in which death occurred is paid to the member's estate. It is not necessary for the member to have been remunerated in that month, to be eligible for this benefit. o Amount equals total of member`s annual salary and annual pensionable allowances on the date of death divided by

260.88 and multiplied by the number of workdays remaining in the month following date of death ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Death Gratuity** • If a member dies with two or more years of service, a gratuity equal to two months of salary is paid to the member's estate ○ Amount equal to member's annual salary and annual pensionable allowances on date of death divided by 12 and multiplied by two ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Severance Pay** • Severance pay for each complete and partial year of continuous employment, less any period of service for which severance pay or pay in lieu of severance pay has already been paid • Payable to the estate • Cannot be made payable to a surviving spouse • Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Income Tax Act** • Allows tax-free death benefits equal to the lesser of either $10,000 or an amount equal to the employee's salary for the last year of employment	260.88 and multiplied by the number of workdays remaining in the month following date of death ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Death Gratuity** • If a member dies with two or more years of service, a gratuity equal to two months of salary is paid to the member's estate ○ Amount equal to member's annual salary and annual pensionable allowances on date of death divided by 12 and multiplied by two ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Severance Pay** • Severance pay for each complete and partial year of continuous employment, less any period of service for which severance pay or pay in lieu of severance pay has already been paid • Payable to the estate • Cannot be made payable to a surviving spouse • Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Income Tax Act** • Allows tax-free death benefits equal to the lesser of either $10,000 or an amount equal to the employee's salary for the last year of employment	260.88 and multiplied by the number of workdays remaining in the month following date of death ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Death Gratuity** • If a member dies with two or more years of service, a gratuity equal to two months of salary is paid to the member's estate ○ Amount equal to member's annual salary and annual pensionable allowances on date of death divided by 12 and multiplied by two ○ Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Severance Pay** • Severance pay for each complete and partial year of continuous employment, less any period of service for which severance pay or pay in lieu of severance pay has already been paid • Payable to the estate • Cannot be made payable to a surviving spouse • Reported as "death benefit" on T4A/Relevé-1 issued to survivor or estate **Income Tax Act** • Allows tax-free death benefits equal to the lesser of either $10,000 or an amount equal to the employee's salary for the last year of employment

Counselling Services offered through a Memorandum of Understanding between Veterans Affairs Canada (VAC), Health Canada's Employee Assistance Services (EAS), and the RCMP		
Line of Duty Death	**Deemed Line of Duty Death**	**Non Line of Duty Death**

Bereavement Counselling Services
• Services offered to families of RCMP members whose death was in the line of duty or as a result of suicide. Refer to definition of family for the purposes of these services
• Services provide a comprehensive bereavement care approach involving assessment, counselling (short and long term) and case management.
• Total number of hours will depend upon the initial assessment.
• Services are not unlimited. They will be offered until such time as the treating mental health professional and the Health Canada's EAS' case manager determine the client has the necessary tools to manage their grief on a go forward basis.
• All services are provided in the strictest confidence between the client and their mental health provider, unless dictated by Canadian Law.
  • Where a client poses a risk or danger to themselves or others, the mental health professional is bound by their Professional Order or College regulations to report the situation to the appropriate authority.
• To access these services, the family member **MUST** contact VAC Assistance Services at **1-800-268-7708**
• In order to access this service, the family member **MUST** use the mental health care professional provided by VAC
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	• In order to access this service, the family member **MUST** use the mental health care professional provided by VAC
		Bereavement Counselling Services
		N/A

Assistance. No exceptions will be authorized.
• All professionals provided by VAC have been vetted and security cleared.
 	
Counselling Services for former Members and their families
• Services are available to family members – Refer to the definition of family for the purposes of this type of counselling service.
• Services are available for issues that are deemed short to medium term in length
• May not exceed 20 hours per issue
• All services are provided in the strictest confidence between the client and their mental health provider, unless dictated by Canadian Law.
  • Where a client poses a risk or danger to themselves or others, the mental health professional is bound by their Professional Order or College regulations to report the situation to the appropriate authority.
• To access these services, the family member **MUST** contact VAC Assistance Services at **1-800-268-7708**
• In order to access this service, the family member **MUST** use the mental health care professional provided by VAC Assistance. No exceptions will be authorized.
  • All professionals provided by VAC have been vetted and security cleared.
	Assistance. No exceptions will be authorized.
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		• In order to access this service, the family member **MUST** use the mental health care professional provided by VAC Assistance. No exceptions will be authorized.
		  • All professionals provided by VAC have been vetted and security cleared.

Appendix 15 – Other Resources		
• A copy of Appendix 15 – Other Resources will be provided to the survivors during the family visit by NCS staff.	• A copy of Appendix 15 – Other Resources will be provided to the survivors during the family visit by NCS staff.	• A copy of Appendix 15 – Other Resources should be provided to the survivors by the DFLO.

Appendix 7 Request for Payment of Funeral Services

Use Government of Canada memo template – GC-22

Protected A

TO: X.X. XXXXXXXXX, A/Commr.
Commanding Officer "X" Division

FROM: Insp. XXXXXXXX
EMRO - "X" Division

DATE:_____, 20__

SUBJECT: FUNERAL EXPENSES – _(Rank, Name, REG#)___

Sir,

Request your approval for payment of the following expenses in relation to our late colleague, _____, REG#_____, in accordance with NCM II.10 (Funeral and Burial Entitlements). Each expense has been referred to the policy and attached invoices for your convenience and follow up.

National Compensation Manual 2.11 Death Benefits, Funeral, and Burial Entitlements

3. 6. 5. Effective 2016-04-01, the CO may authorize up to $15,643 to defray funeral expenses of a member, when one funeral director is involved in Canada.
3. 6. 6. The CO may authorize an additional amount of up to 7.9% of the amount outlined in sec. 3.6.5. to offset costs when the death occurred other than the place of the Canadian burial site, to be paid toward the cost of a second funeral director, if required.

* _____Funeral Homes,_____, (province), was retained by the family for the services provided in (city). In addition,_____Funeral Service Ltd,_____, (province), was retained as a second director for (Mbr) 's burial in_____, (City/ province).

* Total eligible cost for both services is $. Appendix "A" & "B" refer.

3. 4. 1. The cost of a plot for earth burial, a concrete or similar enclosure, when necessary, or a columbarium niche for interment of the remains at a provincially registered cemetery, at local prevailing rates, is the RCMP's responsibility. Any additional associated costs to accommodate family, including a larger plot or niche will be at the estates expense.

3. 4. 1. 1. Ensure invoices specify the value of a single plot or niche.

* A plot was purchased from the Town of_____, (province), at an eligible cost of $_____. Appendix "C" refers.

*3. 5. 1. The cost of perpetual care, and the labour costs to open and close the member's burial site, will be paid at public expense.*_Funeral Services provided at an eligible cost of $_, inclusive of cost related to a one concrete or similar enclose, when required by the cemetery. Appendix "B" refers.

* *1. 8. The payment of all applicable taxes on items listed in this policy will be authorized, in addition to the amounts stated.* Taxes totaled $_____. Appendix "A", "B" & "C" refer.

* *3. 8. 1. For Canadian burials of members, when burial takes place other than where the death occurred, transportation costs of the remains will be covered at public expense to the burial location.* Transportation services to_____, (province) for __(Mbr) was provided by_____Funeral Homes at an eligible cost kilometer for a total cost of $_____. Appendix "A" refers.

3. 8. 2. When burial takes place, other than the permanent place of residence of those described in sec. 3.8.2.1. and 3.8.2.2., at a location in Canada within one year of the member's death, the actual and most reasonable form of return commercial transportation within Canada will be made at public expense to the place of burial, for:

3. 8. 2. 1. the survivors, as defined in sec. 1.9., from his/her permanent place of residence; and

3. 8. 2. 2. the deceased member's parents, adoptive parents or step-parents, from his and/or her permanent place of residence. The Commissioner/delegate may approve a family member or an alternate to accompany the widowed parent, or the widowed adoptive or step-parent.

3. 8. 3. If burial is outside of Canada, the remains will be transported to the Canadian departure point.

* __(Mbr) 's widow/ widower,_____, traveled via commercial vehicle from her place of residence, _____, (province) to_____, (province) and return. Eligible reimbursement is at for a total of $ _____.

Total Funeral Expenses: $_____

GST: $____

Insp. XXXXXXXXXXX
EMRO
"X" Division

APPROVED: _____

X.X. XXXXXXXXXX, A/Commr.
Commanding Officer "X" Division

Attachments: Appendix A/B/C

Appendix 8 Request to CO for approval of BTF application for reception costs

Use Government of Canada Memo template – GC-22

Protected A

TO: X.X. XXXXXXXX, A/Commr.,
Commanding Officer, "X" Division

FROM: S/Sgt. XXXXXXXXXXX
(CIFM position)
(regular position)
"X" Division

SUBJECT: (Rank, Name of fallen member), Reg. #_____, Funeral Expenses, Members'

Pursuant to FMM 9.7.2.3, and on behalf of the family of (fallen member name), I am requesting payment of the cost of the reception held following the funeral service (date).

The service was held in (city/town), (province). The reception was held at (location of reception) following the service. The reception featured non-alcoholic beverages, sandwiches, and desserts.

Funding for such a reception is $3,000.00. In this case the reception cost was $ XXXX.XX for the luncheon.

I am requesting that the Benefit Trust Fund Committee consider payment for this reception, and that the cheque be mailed directly to:

(Payee name and address)

S/Sgt. XXXXXXXXX
(CIFM position)
(regular position)
"X" Division

Appendix 9 Request to BTF from CO for repayment of reception costs

Use Government of Canada Memo template – GC-22

Protected A

TO: Secretary Benefit Trust Fund

FROM: XXXX, XXXXX, A/Commr.
Commanding Officer, "X" Division

SUBJECT: Funeral Reception Expenses – (RANK, NAME OF FALLEN MEMBER), REG# _____

Please find attached a request for payment of reception costs, stemming from the recent funeral of (NAME OF FALLEN MEMBER). As noted in the submission by S/Sgt. XXXXXXXX, the reception costs are less than the allotted funding of $3,000.00.

I am requesting that the Benefit Trust Fund Committee consider payment for this reception in the amount of $_____, and the cheque be mailed directly to:

Mr./Mrs. (PAYEE)
(ADDRESS)

Thank you for your consideration of this matter.

X.X. XXXXXXXX, A/Commr,
Commanding Officer "X" Division

cc: S/Sgt. XXXXXXXXXXXX, "X" Division

Appendix 10 RCMP Pipes & Drums request directive

Royal Canadian Mounted Police
Pipes & Drums

June 12, 2015

Sergeant Major Ben Guilbault
RCMP National Headquarters
73 Leikin Drive

Ottawa, ON, K1A 0R2

Dear SM Guilbault:

I am writing on behalf of the national program of RCMP Pipes & Drums, as represented by its National Executive Council (NEC), to provide input to your drafting of the 'Critical Incident Response for Fallen Officers' (CIR). We understand that, under the direction of Corps Sergeant Major Campbell, the Warrant Program has undertaken this drafting exercise so as to ensure that all aspects of the Force's response to the death or serious injury of member(s) of the Force while on duty are framed within one operational policy.

Our active offer of service is fundamentally in support of the ceremonial aspect of your over-all CIR policy. With seven (7) bands located across the country, we are well positioned to answer the call from the Warrant Program. Bands are currently situated in Vancouver, Edmonton, Regina, Ottawa, Montreal, Moncton and Halifax. We self-govern and subscribe to national standards having to do with uniform, drill and deportment, much like your program. In our case we also maintain national standards in musical competency and performance repertoire. Furthermore, our program has considerable experience in deploying elements of two or more bands and parading together as a composite RCMP band of pipes & drums.

A further elaboration of our active offer of service provides for:

- single point of contact for pipes & drums in your CI response protocol;
- provision of advice and guidance regarding best use and deployment of band assets;
- deployment of an RCMP (composite) band and/or solo piper or trumpeter; and
- delegated responsibility to coordinate deployment of other bands, integrated with RCMP.

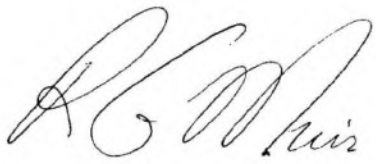
We undertake to maintain an updated list of division-level band contacts that would form a technical annex to your policy. We would encourage you to register both the NEC Chair and Secretary as primary points of contact once the decision has been taken to invoke your CI response protocol.

- NEC Chair, Wayne Moug, waynemoug@eastlink.ca, 902-452-9106
- NEC Secretary, Graham Muir, grahammuir@rogers.com, 613-878-3509

Over the years our program has garnered considerable experience parading in support of other municipal/regional police memorial services. I believe we may have insight that would serve well in reviewing options for processional and recessional configuration. Likewise, we are able to provide advice with respect to appropriate music selection in support of both the Force and family(s) affected. Our program as introduced a piper's lament entitle 'The Fallen' commemorating Mayerthorpe. Likewise, we have put back into use traditional (1882) NWMP bugle calls, including Last Post and Reveille.

Once you are comfortable with a working draft of the policy, it may be useful for Pipe Major Moug and me to review and provide more substantive feedback. We are at your service, sir.

Best regards;



R. Graham Muir, A/Commr. ret'd
Secretary, National Executive Council (NEC)

copy: Al McCambridge, Corps Sergeant Major
Mike Cote, Insp., Director Strategic Partnerships & Heritage
Wayne Moug, NEC Chair

Appendix 11 Sample Memorial Service Seating Plan

L1— VVIP:
Lieutenant Governor, Spouse
Prime Minister, Spouse
Provincial Premier, Spouse
RCMP Commissioner, Spouse
Commanding Officer, Spouse
OIC Detachment, Spouse

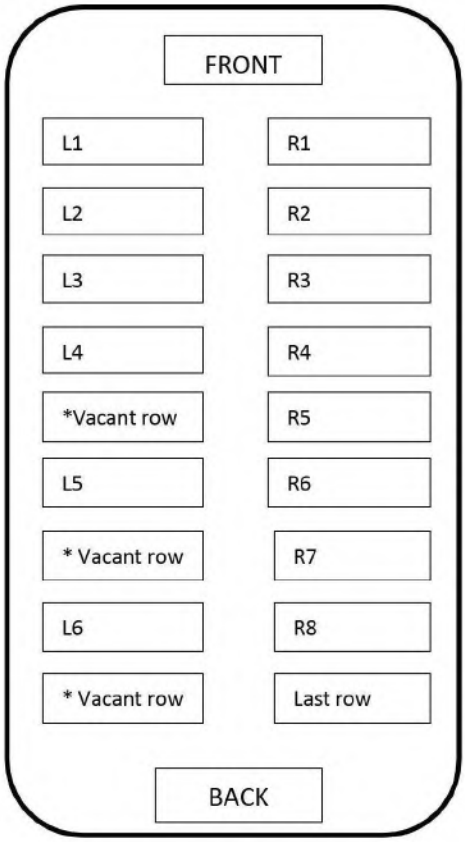
L2 — Aide-de-Camp (LG)
Protection (LG)
Bodyguards (PM & Premier)
Executive Officer to Commr.
Corps Sergeant Major (C/S/M)
EMRO
Executive Officer to CO
Fillers (Senior Executive Level)

L3 — Pall bearers (8)
Hat bearer (2)
Stetson bearer
Bearer Party Commander

L4 — Senior Executive Committee Members

L5 — Retired Senior RCMP Members

L6 — VIP OTHERS:
MLAs, MPs, Mayors, Councilors



R1— Family: Spouse of Deceased, Children
Please add the others considered for family in the NCM definitions.

R2— Family Friends, Coworkers of spouse (100)

R3— Honorary Pallbearers (8)

R4— Troopmates / Detachment Members

R5—Municipal Employees (Public Service employees, Civilian Members)

R6— Divisional Members

R7/R8— Other Members (preferably in Red Serge)

Last Row—Warrant Officers

*** Notes to the Seating Arranger:**

- L1, L2, R1, R2 indicate the order of priority, not the rows numbers;
- The Seating Arranger should keep track of the list of VIP's using an EXCEL Spreadsheet by alphabetical order and by zone;
- It is suggested to print an enlarged version of the seating plan (approx. 3 x 4 feet) to help planning the seating arrangement;
- Place a sticker with the name of the guest on the chairs in the VVIPs seats;
- Provide a pass indicating assigned row (L6, L7, ...) to VIP Others when they pre-register;
- Unless requested by the family of the deceased, the public is to be seated in the overflow facilities. The overflow facility is a separate location where the public can view the funeral broadcasted on television;
- The bugler should be located in the front top right bleacher and the piper in the front top left bleacher. This will help coordinating with the technical sound team;
- Marching members should be assigned to seats starting from the back to the front;
- There should be plenty of room to adjust for changes in seating arrangements. Vacant rows help with unforeseen changes.
- Leave extra space for Senior RCMP members.
- Immediate family – Are they walking in with the family during the funeral or are they being seated?
- Liaise with provincial Protocol Unit – confirmation of attendance.
- Public Screening.
- Standing room – Keep space for mobility impaired attendees.
- Time: What time will the building be opened.
- Radio System: RCMP Veteran Volunteers.
- Storage for Pipes and Drums.
- Parking Liaison: Identify parking for: PM, GG, LG etc.
- Ensure that an assistant is identified i.e. Local NCO.
- Volunteer training:
    - Practice and dry run
    - Identify team leaders
    - Seating Protocol must be followed – if guest is not on list direct to the overflow area.
- Hand out programs for bowl seating at entrance
- Identify area for Veterans to rest – get refreshments
- Determine unusable seating areas in venue due to stage and curtain.
- Day of service: Briefing of Volunteers.

Appendix 12 Family Residence Security Roster

NOK FAMILY HOUSE/RESIDENCE SECURITY ROSTER
Location: _____ *NOTE: If security is required at a second residence, please complete a separate roster.* I/C House security: _____ _____ Phone: _____Cell: _____ Admin Team contact (Assisting officer/Peer/Labour rep): _____ Phone:_____Cell: _____ Type of security requested by Admin Team: _____ _____ _____ _____ _____ _____ _____

Roles and shifts of Security Team

NAME	PHONE	ROLE	SHIFT

Security Plan

Additional assistance

NAME	PHONE	ROLE	SHIFT

Is there any requirement to provide security at a second residence? YES NO

Appendix 13 Notification – Death of an Active Member

Originator Name				Division	
Phone		Fax			
a) Proper Full Name of Member	**Rank / First name / Middle Name / LAST NAME**				
b)Member Address (Including Postal Code)					
c) Regimental Number		**d)** HRMIS Number			
e) Date of Birth	**YYYY-MM-DD**	**f)** Date of Death	**YYYY-MM-DD**		
g) Social Insurance Number (SIN)					
h) Cause of Death					
i) City of Residence		**j)** Province of Residence			
k) Next of Kin					
Full Name					
Address					
Postal Code					
E-mail					
Language of preference		Relationship to deceased			
Contact Phone Number		Date of Marriage/Common-Law			
Date of Birth		Social Insurance Number (SIN)			
Surviving Children (Proper full names. Include middle names and date of birth)	**Name:** **(DOB:)** **Name:** **(DOB:)** **Name:** **(DOB:)**				
l) The deceased has a spouse	By marriage		By common-law		
m) Current Spouse or Common-law Spouse (if different than NOK identified in j)					
Name					
Address					
Postal Code					
E-mail					
Language of preference		Contact Phone Number			
Date of Birth		Social Insurance Number (SIN)			
Date of Marriage/Common-Law					
n) Married or cohabiting with another (Regular, S/Cst. or Civilian) Member?	**YES or NO**				
Member's Full Name					
Regimental Number		HRMIS Number			
o) BC Medical coverage		Last Deduction (MMM/YYYY)	Pay Operations to complete		
p) PSHCP	Certificate Number	Pay Operations to complete	Last Deduction (MMM/YYYY)	Pay Operations to complete	
q) Pay inactivated	Pay Operations to complete	Payment(s) cancelled (PP/YYYY)	Pay Operations to complete		
r) GWL basic life insurance $10,000 advance requested?	**YES or NO**				

Appendix 14 - Required Documents

National Compensation Services Insurance and Pension representatives require the documents listed below to process insurance, superannuation, VAC, Canada Pension Plan (CPP) and Survivor Income Plan (SIP) benefits. **All documents must be certified**

Documents	Number of **CERTIFIED** Copies
Birth Certificates for deceased member, surviving spouse and children	1 each
Death/Funeral Home Certificate	3 (originals)
Police Report/Coroner Report citing medical cause of death (only required in the event of an accidental death/suicide)	2 (originals)
Marriage Certificate	2
Direct Deposit information – Must be completed by the financial institution or provide a void cheque	2
Permanent resident card (front and back) or confirmation of permanent residency if surviving spouse has permanent resident status	1 **Does not need to be Certified**
Insurance Number issued if deceased member worked in another Country	Required for CPP **Does not need to be Certified**

Advance Questions

- Did the deceased member ever live or work in another country? If so, please provide the insurance number issued to the deceased member by that Country.
- Is there a Will? If so, please provide the name of the executor, their address and phone number.
- Is the surviving spouse a federal public servant?
- Please forward SIN numbers for the deceased member, surviving spouse and children as soon as possible to NCS pension and insurance representative.
- Is the surviving spouse a Canadian citizen?

Appendix 15 Other Resources

1. RCMP Veterans' Association

https://rcmpva.org/index.php/welcome-national-fr/association-en/resources-en/maintiens-le-droit-trust-fund-en/

The Maintiens Le Droit Fund is the charity arm of the RCMP Veterans Association. For further information please contact the Secretary, MLD Trust Fund via email: mldtrustfund@gmail.com.

The general purpose of the Maintiens Le Droit Trust Fund is to both promote and support causes of a benevolent nature that arise from time-to-time and which serve the interests of RCMP Veterans and their families; and, if necessary, to provide them with direct help through financial assistance.

2. Police and Peace Officers' Memorial Ribbon Society

http://www.memorialribbon.com/index.php

The Police & Peace Officers' Memorial Ribbon Society is dedicated to remembering all Police and Peace Officers in Canada who have died while serving their communities, The purpose of the Society, through this website, is to raise funds through donations and the sale of related merchandise so that the Society can continue its mission of assisting grieving families, helping to establish memorials and monuments, and providing scholarships to the children of fallen Police and Peace Officers.

3. RCMP Foundation

http://www.rcmp-f.ca/

The RCMP Foundation (formerly known as the Mounted Police Foundation) is a registered charitable organization. Since its introduction in 1994 the RCMP Foundation has donated over $9 million dollars directly to Canadian community groups to support hundreds of initiatives for the benefit of youth at risk.

Memorial donations may be made to this fund in honour of a fallen member.

4. Royal Legion Poppy Trust Fund

http://www.legion.ca/remembrance/donate-to-the-poppy-fund/use-of-the-poppy-funds

Through your donations to the Legion Poppy Fund, the Legion provides financial assistance and support to Veterans, including Canadian Armed Forces and RCMP, and their families who are in need.

5. RCMP National Scholarship Program

The RCMP National Scholarship Program is administered through the Benefit Trust Fund (BTF) Advisory Committee. Once a year, 50 scholarships of $1,000 each are awarded to help pay for tuition at a recognized Canadian university or college. The program is open to direct dependents of Regular members, Civilian members and retired or former members of the RCMP (including CSIS).

6. Memorial Grant

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

DMAPM - ch. 1. Disability Management and Accommodation

Directive Amended: 2018-08-28

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact the Disability Management and Accommodation Program, at [redacted]

1. Framework
2. Authorities
3. Notice of Injury, Illness or Disability
4. Assessing Member and Workplace Needs
5. Team-based Case Management Approach
6. Principles to Guide Information Sharing

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1. Framework

1. 1. The RCMP supports a fair and consistent approach to disability management and accommodation for regular and civilian members across the Force as per the Disability Management and Accommodation Framework, guidelines and associated working tools.

1. 2. The Disability Management and Accommodation Program policy is based on best practices of early support and intervention, proactive case management, accommodation in the workplace, return-to-work planning and implementation.

1. 2. 1. It outlines the roles and responsibilities of those involved in the process.

1. 3. For the purposes of this policy, the term disability is a physical or mental condition that is both:

1. 3. 1. permanent, on-going, episodic or of persistence, and

1. 3. 2. a substantial or significant limit on that person's ability to carry out some of life's important functions or activities, such as employment.

1. 4. For the purpose of this policy, disabling health event is an incident in which a member is injured or becomes ill, physically or mentally, and that affects a member's health and ability to perform work duties. The injury or illness may result from a single disabling health event or a series of events.

1. 5. Accommodation relies on a workplace that meets requirements for accessibility and may be temporary or permanent. It creates and maintains an inclusive, barrier-free work environment and contributes to a welcoming workplace so that employees can stay at work or safely return to work from an absence due to illness or injury.

2. Authorities

2. 1. Duty to Accommodate

2. 1. 1. The duty to accommodate is a legal obligation pursuant to the *Canadian Human Rights Act*.

2. 1. 1. 1. It requires employers to identify and remove barriers that have an adverse impact on employees protected under the Act and to implement measures necessary to allow these employees to perform their duties to the best of their abilities.

2. 1. 2. This policy serves to safeguard an inclusive workplace and provide accommodation to the employment-related needs of RCMP members up to the point of undue hardship.

2. 1. 3. Undue hardship refers to the limit to which the RCMP is expected to accommodate an employee in a given situation, taking into consideration, but not limited to:

2. 1. 3. 1. the realistic ability to meet the costs associated with accommodation, and

2. 1. 3. 2. the health and safety of employees and the public.

NOTE: Each situation should be viewed as unique and assessed individually.

2. 1. 4. Under the *Employment Equity Act*, federal organizations are further required to identify and remove employment barriers as well as provide accommodations for persons with disabilities.

2. 2. Health Review and Assessment

2. 2. 1. The *RCMP Act* provides the Commissioner the authority to require a member to undergo a medical examination or an assessment by a qualified person for the purpose of establishing the member's ability to perform their duties.

2. 2. 1. 1. The *RCMP Act* allows the Commissioner to delegate this authority.

2. 2. 2. When a member appears to be having difficulty performing their work duties, or the member's actions appear to be affected by health-related factors, e.g. fatigue or sickness, the following persons are authorized to make the necessary arrangements for a health assessment to establish a member's fitness for duty: deputy commissioner; assistant commissioner; commanding officer or director general; director; manager; or supervisor.

2. 2. 3. A member who is required to undergo a medical examination or an assessment by a qualified person for the purpose of paragraph 20.2 (1)(c) of the *RCMP Act* must:

2. 2. 3. 1. present themselves to the qualified person on the dates and at the times specified, including for the purpose of any follow-up appointments; and

2. 2. 3. 2. undergo any test, examinations or other assessments required by the qualified person to establish the members ability to perform their duties.

2. 2. 4. The RCMP Health Services Officer (HSO) is mandated:

2. 2. 4. 1. to perform pre-placement, periodic, special monitoring assessments of the health status of members to provide to the organization recommendations/professional opinions on their fitness for duty. Refer to AM II.19., Occupational Health Services; and

2. 2. 4. 2. to assess the health status of members requesting sick leave and to provide recommendations/professional opinions to the organization on the validity of the member's request, applicable work limitations and restrictions, prognosis and accommodation or work reintegration possibilities. Refer to DMAPM ch. 3., Health Review and Assessment and AM ch. 19.3., Sick Leave.

2. 2. 5. To meet the requirements of both mandates, the RCMP Occupational Health Team (e.g. HSO, nurse, and psychologist) reviews and assesses a member's health status, inclusive of all tests and health assessments deemed required by the HSO, for the purpose of providing the professional opinions and recommendations for appropriate application of RCMP policies and programs.

2. 2. 6. The RCMP's obligation to provide a healthy and safe workplace is set out in the *Canada Labour Code*, Part II: *Occupational Health and Safety*.

2. 3. Authorizing Sick Leave

2. 3. 1. The Commissioner and Chief Human Resources Officer have authority for all human resources delegations.

2. 3. 1. 1. These positions have the delegated authority to approve sick leave:

2. 3. 1. 1. 1. Level 1 of Delegation – Direct Reports to Commissioner;

2. 3. 1. 1. 2. Level 2 of Delegation – Direct Reports to Level 1 - some A/Commrs, director generals, some directors, district commanders, some detachment commanders, criminal operations officers;

2. 3. 1. 1. 3. Level 3 of Delegation – Managers Reporting to Level 2 - most directors, managers, and most detachment commanders;

2. 3. 1. 1. 4. Level 4 of Delegation – All other managers, unit heads, section heads.

2. 3. 2. Approval of sick leave will be granted in accordance with the rules set out in this policy. Refer to AM ch. 19.3.

2. 3. 3. Commanders, throughout the entire period of a member's illness or injury, and in consultation with the divisional disability management advisors (DMAs) and occupational health teams, retain administrative authority associated with a member who is absent on sick leave.

2. 3. 4. Commander means the employee in charge of an organizational component who manages its physical, financial and human resources.

2. 3. 4. 1. This designation can also include a public service employee with managerial responsibilities over the member.

2. 4. Disability Management and Accommodation Program

2. 4. 1. The Program will serve as the authority for all disability and accommodation management, processes and working tools; the establishment of qualifications for disability management personnel in the RCMP; and, disability management skills training in the RCMP.

2. 4. 2. The Disability Management and Accommodation Program falls under the authority of the Director General of Workforce Programs and Services.

2. 4. 3. In accordance with this policy, the RCMP will make every reasonable effort to the point of undue hardship to help ill or injured members remain at work and if an absence is required to support recovery, to return to work when they are able.

2. 4. 4. RCMP management has an important role to play in the management of an ill, injured or disabled member.

2. 4. 4. 1. For the purposes of this policy, the term supervisor is used to convey RCMP management accountabilities in accordance with this Program and is defined as an employee who directs and supervises members.

3. Notice of Injury, Illness or Disability

3. 1. If a member can no longer perform some or all of their job duties due to an illness, injury or disability, the member is required to:

3. 1. 1. inform their supervisor as soon as possible;

3. 1. 2. advise their supervisor of a workplace injury, illness or disability as soon as possible. Refer to OSM ch. 1., Occupational Health and Safety;

3. 1. 3. provide information about medical status and functional abilities; and

3. 1. 4. participate in identifying potential accommodations.

3. 2. To determine the effects on the member, the supervisor should find out if the injury, illness or disability will have a significant and lasting impact on the member's capacity to work.

4. Assessing Member and Workplace Needs

4. 1. To support an injured, ill or disabled member, a supervisor will:

4. 1. 1. provide the member with information about the Disability Management and Accommodation Program and benefits;

4. 1. 2. obtain information related to the member's ability to work, e.g. fitness for duty, such as the member's current functional abilities, limitations and/or restrictions;

4. 1. 3. provide reasonable appropriate accommodation and return to work solutions; and

4. 1. 4. work with the member on disability and accommodation case management and next steps.

5. Team-based Case Management Approach

5. 1. The RCMP's Disability Management and Accommodation Program is centered on a team approach that involves the cooperation and contribution of many participants.

5. 2. Key participants in the Program are the member, the supervisor, the DMA, the RCMP Occupational Health Team, and other human resource experts, as required, to support disability case management, benefits administration, accommodation and return-to-work planning.

5. 2. 1. The DMA will guide the member and supervisor through the case management process.

5. 3. The DMA will proactively work with the RCMP Occupational Health Team and other stakeholders to coordinate support for early intervention, and will initiate accommodation/return-to-work planning as needed.

5. 4. The RCMP Occupational Health Team, located within the Divisional Occupational Health Services Office, will provide a medical review and assessment of members with an illness, injury or disability that is impacting the member's ability to perform required work duties.

5. 5. The RCMP Occupational Health Team may intervene at any time to ensure an ill or injured member is seeking and receiving all the services and/or treatment needed for a timely return to good health and fitness for duty.

6. Principles to Guide Information Sharing

6. 1. The following principles apply to the collection, use and disclosure of information related to a member's health or health-related absence:

6. 1. 1. It is necessary to share information on a member's limitations, restrictions and abilities to support case management, and the accommodation and return-to-work process.

6. 1. 2. Medical information should not be shared that is not relevant to the case; or where the information is not necessary to fulfill program requirements.

6. 1. 3. Information may be shared where permitted under the law or by Court order; and when there is a duty to share to protect the health, safety or well-being of members or others.

NOTES:

1. A member's medical information is confidential and accessible only to the RCMP Occupational Health Team.

2. Information describing a member's functional abilities, limitations and restrictions and prognosis for return to work is accessible to the DMA, supervisor and other stakeholders to aid in the return-to-work planning and accommodation process.

6. 2. In order for the disability management and accommodation program to succeed, key stakeholders who play a role in delivering the program and the member must share information.

6. 3. The sharing of information will allow the RCMP to:

6. 3. 1. confirm if an absence from work, e.g. sick leave, is medically required;

6. 3. 2. understand a member's work capacity, e.g. functional abilities, limitations and restrictions, if any, in order to explore accommodation options; and/or

6. 3. 3. confirm a member's ability to return to work without posing a safety risk.

References

- Accommodation Works! Canadian Human Rights Commission
- Delegations of Human Resource Authorities
- NCM App 1-1-1, Delegated Levels of Signing Authority
- DMAPM ch. 3., Health Review and Assessment

Date Modified: 2018-08-28

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DMAPM - ch. 2. Early Intervention

Directive Amended: 2018-08-28

This policy has been in effect since 2017-04-01.

While COVID-19 restrictions are in place, the provisions of this policy still apply (exception: sec. 4.1. to 4.7. do not apply in situations dealing with COVID-19-related health absences).

Regular and civilian members are still responsible for informing their supervisor when they are injured, ill, or suffering from a condition that may have an impact on their fitness for duty and their ability to safely perform their work.

Regular and civilian members should monitor their health and report any symptoms that could be related to a COVID-19 infection such as fever, cough, or difficulty breathing. Managers and supervisors should also be reminded that except in very limited circumstances, a doctor's certificate should not be requested for COVID-19 health-related absences.

For information regarding this policy, contact the Disability Management and Accommodation Program, at GroupWise address RCMP.DMAP-PGIMA.GRC@rcmp-grc.gc.ca.

1. General
2. Identifying Health Situations
3. Obtaining Required Medical Information
4. Medical Certificate
5. Evaluation of Disability Questionnaire/Functional Abilities Form
6. Independent Medical Evaluation (IME)
7. Initiating Disability Case Management
8. Communicating with a Member
9. Addressing Non-medical Barriers to a Return to Work

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1. General

1. 1. Early intervention is a process where health situations affecting a member's work abilities are promptly identified and addressed, so that a member may:

1. 1. 1. remain at work, whenever possible, doing productive and meaningful work to the best of their capacity; or

1. 1. 2. return to work as early as medically indicated.

2. Identifying Health Situations

2. 1. General

2. 1. 1. Early Intervention may be triggered by, but not limited to, any of the following circumstances:

2. 1. 1. 1. When a member experiences a health issue at work:

2. 1. 1. 1. 1. a member self-reports health issues or difficulty coping due to work or non-work related factors;

2. 1. 1. 1. 2. a Supervisor notices or is advised of a change in behavior and/or performance;

2. 1. 1. 1. 3. a member submits a request for accommodation; or

2. 1. 1. 1. 4. a member's community healthcare provider identifies reduced functional abilities for medical reasons;

2. 1. 1. 1. 5. a Supervisor is concerned about the member's ability to safely perform the duties of their job.

2. 1. 1. 2. When a member is absent on Sick Leave:

2. 1. 1. 2. 1. a member is absent on sick leave for greater than five (5) consecutive working days.

2. 1. 1. 3. When a member experiences intermittent absences:

2. 1. 1. 3. 1. a member has recurrent, repeated or chronic pattern of absences.

2. 1. 2. An ill, injured or disabled member will:

2. 1. 2. 1. notify their supervisor immediately of any health-related issue, and when required, provide Form 2135, Medical Certificate;

2. 1. 2. 2. report all workplace hazardous occurrences to the supervisor as per OSM ch. 3., Hazardous Occurrence Investigation, Recording, and Reporting, sec. 1.3.;

2. 1. 2. 3. provide an expected return-to-work date, as soon as possible;

2. 1. 2. 4. actively participate in treatment plans and provide supporting medical information to the RCMP Occupational Health Team, as required; and

2. 1. 2. 5. identify any barriers to treatment, recovery, or effective participation in the Disability Management and Accommodation Program.

NOTES:

1. A member is not required to disclose personal health information to their supervisor.

2. The supervisor can seek clarification from the Health Services Officer (HSO) on a member's current functional abilities, limitations and restrictions, and prognosis for return to work.

2. 2. Supervisor

2. 2. 1. Enquire and follow-up with a member when you are concerned or aware that they may have an illness, injury, or disability that affects their ability to perform required work duties.

2. 2. 2. Notify the HSO or an alternate member of the Occupational Health Team if there are concerns about the health and/or welfare of a member.

2. 2. 3. Ensure a medical certificate is supplied and promptly forwarded to the divisional Occupational Health and Safety (OHS) office.

2. 2. 4. If a member is seriously injured while at work, notify the HSO, commanding officer, the member's emergency contact, and/or the member workplace advisor, and ensure Lab1070, Hazardous Occurrence Investigation Report is completed in accordance with OSM ch. 3., sec. 1.3.

NOTES:

1. If there is an immediate concern about a member's health, supervisors will engage the Occupational Health Team to assess the member's health and fitness for duty.

2. To initiate a health assessment, complete and submit Form 6502, Special Health Assessment to the divisional OHS office.

3. Obtaining Required Medical Information

3. 1. Accurate and timely information about what a member can and cannot do at work, in addition to a treatment plan, prognosis and the identification of any risk factors is critical in evaluating and planning support for a member with an injury, illness, or disability.

3. 2. Medical information pertaining to a member's prognosis for return to work, a treatment plan, functional abilities, and risk factors is required to assess a member's fitness for duty.

3. 3. Functional abilities information is required:

3. 3. 1. to provide the supervisor, disability management advisor (DMA), and RCMP Occupational Health Team with guidance regarding the member's functional abilities, limitations, restrictions, and prognosis for return to work; and

3. 3. 2. to assist the RCMP in identifying job duties that meet the member's current functional abilities, limitations and/or restrictions, and to provide an early, safe, and, if necessary, accommodated return to work whenever possible.

3. 4. Medical information is required:

3. 4. 1. to obtain an update on the member's medical condition, with the goal of assessing and recommending resources and supports to aid in rehabilitation and recovery;

3. 4. 2. to ensure treatment compliance; and

3. 4. 3. to provide satisfactory evidence of medical disability in support of a sick leave and/or health benefits. Refer to AM ch. 19.3., Sick Leave.

4. Medical Certificate

4. 1. A member must provide a medical certificate:

4. 1. 1. for all work-related injuries or illnesses requiring medical attention;

4. 1. 2. for all injuries or illnesses for which limitations or restrictions are recommended by the member's medical practitioner;

4. 1. 3. for any period of absence due to illness or injury which exceeds 40 consecutive work hours; or

4. 1. 4. when requested by a supervisor or the HSO.

4. 2. Form 2135, or a clearly identifiable written equivalent, must be completed by a medical practitioner.

4. 3. If a member's illness or injury impedes their ability to provide a medical certificate, the supervisor will contact the DMA, who will work with the Occupational Health Team, to determine the best means to obtain a medical certificate from the member's treating medical practitioner.

4. 4. Recommendations supported by a note from a regulated health professional other than a medical practitioner will be given consideration by the HSO, but does not preclude that a member must submit a medical certificate from a medical practitioner when required under these directives.

4. 5. Completed medical certificates must include:

4. 5. 1. applicable functional limitations and restrictions, and

4. 5. 2. an anticipated date of return to full or modified duties.

4. 6. The supervisor will ensure a medical certificate is supplied and will promptly forward the original medical certificate to the Occupational Health Team, in the divisional HSO.

4. 7. If the illness or injury is work-related, the supervisor will ensure that Lab1070 is completed and forwarded to Health Services to initiate a determination process. See OSM ch. 3., sec. 1.3.

5. Evaluation of Disability Questionnaire/Functional Abilities Form

5. 1. An extension to the anticipated date of return to full or accommodated duties may require that the member submit additional medical and/or functional abilities information to the Occupational Health Team.

5. 2. In accordance with ch. 3. of this policy:

5. 2. 1. additional medical information will be required and members will be asked to fill out Form 4056, Evaluation of Disability Questionnaire, or a format determined by the RCMP Occupational Health Team, and;

5. 2. 2. current functional abilities information will be required and members will be asked to fill out Form 6501, Functional Abilities Assessment.

5. 3. For more information, see the Medical Information – Functional Abilities Guideline.

6. Independent Medical Evaluation

6. 1. The Occupational Health Team may determine that an Independent Medical Evaluation is necessary to:

6. 1. 1. support a member's health recovery process;

6. 1. 2. obtain objective, expert and specialized medical advice in assessing a member's fitness for duty; and

6. 1. 3. clarify a member's functional abilities in order to design reasonable accommodation and to support return-to-work planning.

6. 2. For more information, refer to HSM ch. II.5., Special Health Assessment and/or the Independent Medical Evaluation Guideline by contacting the Disability Management and Accommodation Program at GroupWise address: RCMP.DMAP-PGIMA.GRC@rcmp-grc.gc.ca.

7. Initiating Disability Case Management

7. 1. Cases not requiring formal case management

7. 1. 1. Supervisors will manage the following types of cases directly and in collaboration with the member, when:

7. 1. 1. 1. a member is absent on sick leave for a minor ailment and will return to work with no requirement for case management or accommodation, e.g. member has the flu, a cold, or minor surgery.

7. 1. 1. 2. a member will be absent for less than five (5) consecutive work days, but can return to work with some accommodation, e.g. job modification or modified duties to accommodate a health issue.

7. 1. 2. The supervisor may seek assistance and/or advice from the DMA.

7. 2. Cases Requiring Formal Case Management

7. 2. 1. In other situations, a more detailed case management process and the involvement of the DMA, Occupational Health Team and other stakeholders will be required, as set out in the Complex Case Guideline, which can be obtained by contacting the Disability Management and Accommodation Program at GroupWise address: RCMP.DMAP-PGIMA.GRC@rcmp-grc.gc.ca. These include but are not limited to:

7. 2. 1. 1. where a member is absent due to illness or injury and the member indicates that they are not sure when they will be able to return to work or will be absent for an extended period of time;

7. 2. 1. 2. where a member is absent from work due to an illness or injury for more than 30 consecutive days;

7. 2. 1. 3. where a member identifies that repeated absences are caused by recurring or chronic illness or injury that may lead to future absences;

7. 2. 1. 4. where, along with the disability issue, there are concurrent or complicating non-disability factors, e.g. an employee relation or workplace environment and/or conflict issue, impacting the management of the member's illness, injury, or disability.

7. 2. 2. In these situations, the supervisor will consult with the DMA who will engage the Occupational Health Team and other stakeholders, as necessary, to:

7. 2. 2. 1. confirm an absence is required as a result of illness or injury;

7. 2. 2. 2. ensure the member is receiving appropriate treatment and support;

7. 2. 2. 3. obtain an opinion on the member's fitness for duty; prognosis for return to work and current functional abilities limitations and restrictions;

7. 2. 2. 4. ensure any concurrent non-disability factors are being addressed; and

7. 2. 2. 5. design and develop reasonable workplace accommodation options based on the member's abilities.

7. 2. 3. The supervisor will ensure sick leave is recorded in the HRMIS leave system as soon as possible and that HRMIS sick leave entries are kept up to date.

7. 2. 4. The DMA will liaise with the Occupational Health Team to keep management informed on the member's status; work capacity, including the member's functional abilities, limitations and restrictions and prognosis while respecting medical confidentiality; and, will work with the member and supervisor to facilitate return-to-work planning.

8. Communicating with a Member

8. 1. The supervisor and, in more complex cases, the DMA will communicate regularly with the member to:

8. 1. 1. maintain a connection to the workplace;

8. 1. 2. facilitate discussion on how the member is doing; and

8. 1. 3. identify issues and potential barriers to recovery and return to work.

8. 2. The supervisor and/or DMA and member will determine the method and frequency of communication that works best for the particular situation.

8. 3. The supervisor and/or DMA will set a date and time for a follow-up discussion with the member to:

8. 3. 1. confirm when the next contact will be, whether through a phone call or meeting, and if and when updated medical information from their health care provider will be required;

8. 3. 2. keep the member up to date on what is happening at work, both operationally and socially;

8. 3. 3. encourage the member to follow up with the community health care provider to ensure the member is maximizing their treatment options and getting the care they need;

8. 3. 4. encourage the member to follow up with the Occupational Health Team for an update on the status of the health assessment and support their efforts to identify current functional abilities, limitations and restriction; and

8. 3. 5. let the member know that there may be accommodation options once they are sufficiently recovered to allow them to return in some capacity.

8. 3. 6. For more information on the Communication Guideline, contact the Disability Management and Accommodation Program at GroupWise address: RCMP.DMAP-PGIMA.GRC@rcmp-grc.gc.ca.

9. Addressing Non-medical Barriers to a Return to Work

9. 1. The DMA will engage appropriate stakeholders in the disability management and accommodation process to establish whether non-medical factors have the potential to delay a member's return to work.

9. 2. The DMA will encourage communication between stakeholders about barriers to a return to work, and will determine whether there is a need to intervene early when non-medical factors are apparent. For instance, this may involve the engagement of:

9. 2. 1. the Respectful Workplace Program in instances involving workplace conflict,

9. 2. 2. the Informal Conflict Management Program in instances requiring confidential consultation to resolve workplace issues;

9. 2. 3. the divisional performance management advisor in instances involving a probationary member; and

9. 2. 4. the employee management relations officer in instances involving allegations of harassment or in which a civil claim or Human Rights violation complaint has been made by the member.

9. 3. An ill, injured or disabled member may, at any time in the process, seek the assistance of a member workplace advisor, an informal conflict management practitioner, peer to peer coordinator, and/or the Employee Assistance Services.

References

Date Modified: 2018-08-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

DMAPM - ch. 3. Health Review and Assessment

Directive Amended: 2018-08-28

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact the Disability Management and Accommodation Program, at Irrelevant

1. Gather and Review Medical Information
2. Member's Participation in the Health Review
3. Health Services Officer Provision of Opinion and Recommendation

1. Gather and Review Medical Information

1. 1. The Health Services Officer (HSO)/delegate is mandated under the Disability Management and Accommodation Program Manual, AM ch. 19.3., Sick Leave and AM II.19., Occupational Health Services to:

1. 1. 1. assess the health status of an ill, injured or disabled member;

1. 1. 2. to provide a professional opinion and recommendation to the supervisor on a member's fitness for duty;

1. 1. 3. applicable workplace limitations and restrictions; and

1. 1. 4. if applicable a member's prognosis for return to work; and

1. 1. 5. accommodation and/or work reintegration possibilities.

1. 2. The HSO and, if applicable, other members of the Occupational Health Team, will perform a health review and assessment of an ill, injured or disabled member to:

1. 2. 1. confirm an absence required as a result of illness or injury;

1. 2. 2. verify the period of absence required for recovery i.e. prognosis for return to work;

1. 2. 3. ensure the member is in receipt of appropriate medical treatment and support;

1. 2. 4. verify current functional abilities, limitations and/or restrictions and whether temporary or permanent; and

1. 2. 5. if applicable, assign a date of health re-assessment.

1. 3. The Occupational Health Team will consult with the community healthcare provider to gather necessary information about a member's medical condition, evaluation results and treatment plans to:

1. 3. 1. confirm a member is in receipt of reasonable and customary treatment;

1. 3. 2. confirm the prognosis of an illness or injury and current functional abilities; and

1. 3. 3. if a member is in receipt of sick leave, to confirm the expected return to work date and any limitations and restrictions that may apply upon return to work.

1. 4. The Occupational Health Team i.e. HSO, psychologist, and nurse, will collaborate, as required depending on the needs of the disabled i.e. ill or injured member, to complete a health review and assessment.

1. 4. 1. Only the HSO or a member of the Occupational Health Team may request a member's health information from a community healthcare provider for the purpose of evaluating a member's fitness for duty.

1. 4. 2. The HSO/delegate may, in collaboration with the disability management advisor (DMA) when appropriate, communicate with the member or intervene at any time, to apply this policy.

1. 4. 3. When a medical condition is reviewed, the Occupational Health Team will ensure that the supporting documentation is received from a community healthcare provider, and that all documentation received from non-medical health practitioners is reviewed by the HSO/delegate.

1. 4. 4. The HSO or a member of the Occupational Health Team may, at any time in the process:

1. 4. 4. 1. initiate a request for Form 2135, Medical Certificate, Form 6501, Functional Abilities Assessment and/or Form 4056, Evaluation of Disability;

1. 4. 4. 2. request a copy of a member's treatment plan, medical records and/or additional clarification from the member's community healthcare provider;

1. 4. 4. 3. propose modifications to the treatment plan, applicable restrictions and limitations, and/or return-to-work recommendations, and discuss them with the community healthcare provider;

1. 4. 4. 4. request that an independent medical evaluation be performed; provide a copy of the independent medical evaluation results to the member's medical practitioner and jointly

review the treatment plan, applicable restrictions and limitations, return-to-work recommendations;

1. 4. 4. 5. liaise with the DMA and supervisor to provide an opinion and recommendation on the following:

1. 4. 4. 5. 1. the member's fitness for duty and current Form 2158, Medical Profile;

1. 4. 4. 5. 2. the period of sick leave required for recovery (prognosis);

1. 4. 4. 5. 3. the member's current functional abilities, limitations or restrictions in support of return-to-work planning; and

1. 4. 4. 5. 4. if applicable, a date of reassessment of the member's health.

2. Member's Participation in the Health Review

2. 1. An ill, injured or disabled member will actively participate in any type of consultation process deemed necessary by the HSO and comply with additional medical information requests from the Occupational Health Team.

2. 2. An ill, injured or disabled member will:

2. 2. 1. maintain communication with the Occupational Health Team, as required, and comply with additional information requests;

2. 2. 2. actively participate in the prescribed treatment plan and be available for all tests and consultations recommended by the community healthcare provider;

2. 2. 3. actively participate in the health review and assessment by the Occupational Health Team i.e. HSO, psychologist, nurse; and

2. 2. 4. actively participate in an independent medical evaluation coordinated by Occupational Health Services.

2. 3. When a member is advised by the Occupational Health Team that additional information is required , such as Form 2135, Form 4056, and/or Form 6501, the member will ensure that the treating community healthcare provider completes and returns the form(s) to the health services office as soon as possible.

NOTE:

1. Costs associated with the completion of the above-noted form(s) are the responsibility of the RCMP at the approved rate, or at reasonable and customary fees when exceptional circumstances exist.

2. If a member refuses to disclose medical information required by the Occupational Health Team to validate the medical condition for which an absence due to illness or injury is requested, the member's sick leave request may be denied or rescinded, in accordance with AM ch. 19.3., sec. 2.4., Leave Without Authorization.

2. 4. The HSO will notify the supervisor and the OIC of Health Services when requested health information relevant to a member's absence due to illness or injury is not provided for review.

2. 4. 1. the supervisor and OIC of Health Services or delegate will in turn notify the employee management relations officer.

3. HSO Provision of Opinion and Recommendation

3. 1. Following a health review and assessment of the member, the HSO will:

3. 1. 1. provide an opinion and/or recommendation to the supervisor on the period of absence required for recovery, fitness for duty, current functional abilities, limitations or restrictions in support of return to work planning; and

3. 1. 2. will update the member's Form 2158, accordingly.

3. 2. If a member is deemed a danger to themselves or others, the HSO will notify the supervisor immediately.

3. 3. The HSO will communicate, to the supervisor and the DMA, the result of a health review and assessment as soon as possible to provide clarity on the member's recovery and fitness for duty status, as follows:

3. 3. 1. the member is fit for duty without limitations and/or restrictions;

3. 3. 2. the member is fit for duty with temporary limitations and/or restrictions as noted in the Form 2158, including the date the limitations and/or restrictions of the current medical profile will expire;

3. 3. 3. the member is unfit for duty and further medical information is being requested, providing the approximate timeframe that the member will be off work on sick leave while they pursue treatment initiatives; and indicating the date of a follow-up health assessment;

3. 3. 4. the member's fitness for duty is under review; additional medical information has been requested; an update will follow; or

3. 3. 5. the member is participating in the recommended treatment plan.

3. 4. The HSO will communicate to the OIC of Health Services, supervisor and DMA, if a health review and assessment determines that maximum medical recovery has been reached and evidence of ongoing impairment exists and results in permanent limitations and restrictions.

NOTE: The Occupational Health Team will advise the OIC of Health Services and DMA if they are made aware of any concurrent, non-medical issue that may provide a barrier to a return to work (e.g. performance issue, conduct issue or interpersonal conflict) so that these issues can be addressed.

References

Date Modified: 2018-08-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

DMAPM - ch. 4. Accommodation

Directive Amended: 2018-08-28

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact the Disability Management and Accommodation Program at [redacted]

1. Prohibited Grounds of Discrimination
2. Processing an Accommodation Request
3. Accommodation – Due to Family Status
4. Accommodation – Due to Disability
5. Return to Work Planning

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1. Prohibited Grounds of Discrimination

1. 1. Pursuant to the *Canadian Human Rights Act* (CHRA), the RCMP has a duty to accommodate the work-related needs of RCMP members and prospective members.

1. 2. The RCMP recognizes the diversity of its workforce and is committed to ensuring that all members are able to effectively and efficiently use their skills and experience to contribute to the RCMP's service delivery, including the opportunity to participate, without discrimination, in all activities conducted within the work context.

NOTE: The CHRA is part of the fundamental law of Canada and supersedes any other statute, regulation, rule or contract.

1. 3. The prohibited grounds of discrimination prescribed by the CHRA are race, national or ethnic origin, colour, religion, age, sex (including pregnancy/childbirth), sexual orientation, gender identity or expression, marital status, family status, disability, genetic characteristics and conviction for which a pardon has been granted.

1. 4. The RCMP will:

1. 4. 1. initiate a discussion with the member to determine if accommodation is required when there is a perceived need for accommodation, a member is struggling to perform their duties, or a member is clearly unwell;

1. 4. 2. establish and maintain effective mechanisms to ensure an inclusive workplace and provide accommodation for the employment-related needs of its members up to the point of undue hardship;

1. 4. 3. treat requests for individual workplace accommodation in a timely, confidential and sensitive manner;

1. 4. 4. work collaboratively with a member to identify reasonable accommodation measures that meet their work-related needs;

1. 4. 5. determine within the context of each case what reasonable accommodation measures are available given the circumstances and its operational needs; and

1. 4. 6. work collaboratively with the member to document all requests for accommodation exceeding 30 days on Form 6470, Plan for Workplace Accommodation of Members.

1. 5. An accommodated member:

1. 5. 1. will continue to be subject to operational or administrative needs of the RCMP as indicated in CMM ch. 3., Transfer and Deployment;

1. 5. 2. is subject to routine transfer and succession planning and will have their work-related needs taken into account. Refer to CMM ch. 3.; and

1. 5. 3. may apply for promotion in accordance with CMM ch. 4., Promotion.

NOTE: As vacancies occur throughout the RCMP, consideration will be given to a member with a permanent accommodation requirement.

1. 6. Successful accommodation requires the support and commitment of everyone in the workplace.

1. 7. Through cooperation and consultation, it is the responsibility of management and members with accommodation needs to identify, implement and support appropriate accommodation initiatives.

1. 8. All members are expected to assist and support accommodation initiatives.

2. Processing an Accommodation Request

2. 1. Requests for accommodation must be assessed on a case-by-case basis by gathering the necessary information to make an informed decision.

2. 1. 1. The process should respect the dignity and privacy of the member seeking accommodation. Refer to Accommodation – A General Process for Supervisors.

2. 2. When a member is in need of a workplace accommodation, they must notify their supervisor who will collaborate with the member to complete Form 6470.

2. 3. Even if the member has not requested accommodation, if the supervisor observes a need for accommodation and/or the supervisor sees the member struggling to perform their duties or is clearly unwell, the supervisor should initiate discussions with the member to determine if accommodation is required.

2. 4. When a supervisor receives a request for workplace accommodation for non-medical reasons, they must contact the employee management relations officer (EMRO), who will provide guidance and assistance, as required.

2. 5. When a supervisor receives a request for workplace accommodation for medical reasons and requires assistance, they must contact the Disability Management Advisor (DMA) who will:

2. 5. 1. assist in gathering the functional abilities information from the Occupational Health Team required in order to support the accommodation request;

2. 5. 2. collaborate with the DMA and supervisor to determine the duties the member can and cannot perform during the course of an accommodation.

NOTE: For more detailed information on workplace accommodation for medical reasons, refer to DMAPM ch. 4., sec. 4., Return to Work Planning.

2. 6. All parties, i.e. supervisor, member, DMA and/or Employee Management Relations Office, will participate in an accommodation meeting to discuss the accommodation request and options for accommodation.

2. 7. When the request for accommodation is formalized, Form 6470 must be signed by the member and appropriate delegated authorities.

2. 7. 1. A copy of Form 6470 should be provided to the member for their records.

2. 8. The completed Form 6470 must be entered into the National Administrative Records Management System.

2. 9. The supervisor is responsible for implementing, monitoring and adapting the accommodation plan as required.

3. Accommodation – Due to Family Status

3. 1. The "family Status" ground of discrimination under the *Canadian Human Rights Act* includes parental childcare obligations.

3. 2. Requests for Accommodation must be assessed on a case-by-case basis by gathering the necessary information to make an informed decision.

3. 3. For more information, see the Accommodation due to Family Status Guideline and Checklist.

4. Accommodation – Due to Disability

4. 1. General

4. 1. 1. The RCMP is committed to upholding the duty to accommodate the needs of members with disabilities, pursuant to the CHRA, in a manner that respects the dignity of members with disabilities.

4. 1. 2. When a member becomes disabled, and as a result is incapable of performing the essential duties of their position, the RCMP will accommodate their needs to the point of undue hardship.

4. 1. 3. When a need for accommodation due to disability is identified, the supervisor and DMA and member will work together to complete Form 6470.

4. 1. 3. 1. A member's accommodation requirements may be temporary or permanent.

4. 1. 4. A supervisor will work closely with the member and DMA to design and implement an effective and reasonable accommodation within their existing position wherever possible.

4. 1. 4. 1. An accommodation may include, but is not limited to, graduated return to work, modified duties, providing assistive devices, reassignment and alternate jobs, and temporary return-to-work plans.

4. 1. 5. If different accommodation options are available to a member, preference will be given to the option that balances the employer's operational needs with the member's work-related needs.

4. 1. 6. A member is expected to participate in the accommodation process, and to take reasonable alternative employment assignments when they are offered.

4. 1. 7. Reasonable accommodation and return-to-work options will vary and should be developed to suit the specific needs of members with a disability.

4. 1. 8. Disability management and accommodation cases presenting unusual procedural challenges of a longer duration or undue hardship will be presented for review and recommendation to the Divisional Integrated Services Committee; and if deemed necessary, to the National Integrated Services Committee. Refer to DMAPM ch. 7., Roles and Responsibilities.

4. 2. Obligation to Participate

4. 2. 1. The RCMP must meet a number of obligations to support ill, injured and disabled members and the member has a duty to participate in the search for accommodation, which includes providing information on functional abilities, limitations and restrictions.

4. 2. 2. The member has a duty to assist in securing a reasonable accommodation and their conduct will therefore be considered in determining whether the duty to accommodate has been fulfilled.

4. 2. 2. 1. If a member does not participate in the disability management and accommodation program, as required, and/or the RCMP has tried to accommodate the member and the process fails because the member does not co-operate, then an Employment Requirements Process (Administrative Discharge) may be initiated.

4. 3. Accommodation Options

4. 3. 1. The accommodation process involves the search for reasonable accommodation in a "progressive concentric circle" approach.

4. 3. 1. 1. For temporary accommodation, the search begins at the detachment level and then moves to the divisional level where appropriate;

4. 3. 1. 2. For permanent accommodation, the search area is broader in nature and involves consideration of all suitable vacancies within the division and, if needed, progresses to other divisions until all divisions have been canvassed to find a reasonable accommodation option for the member based on their functional abilities, limitations and restrictions.

4. 3. 2. Accommodation can entail a number of solutions, including but not limited to:

4. 3. 2. 1. modifying appropriate aspects of the job,

4. 3. 2. 2. modifying hours of work,

4. 3. 2. 3. a graduated return to work,

4. 3. 2. 4. changing or modifying the work environment,

4. 3. 2. 5. purchasing or modifying equipment, and/or

4. 3. 2. 6. temporarily reassigning marginal duties from existing positions, when possible.

4. 3. 3. Accommodation in a Substantive Position

4. 3. 3. 1. The priority is to maintain the member in their own position and occupation through job modifications or modified duties.

4. 3. 3. 2. The member will remain at work in their substantive position, or return to work in their substantive position as soon as it has been determined that they are fit to perform the essential duties of the position, subject to appropriate, reasonable accommodations, if any, required to support them in that position.

4. 3. 4. Accommodation in Other Positions

4. 3. 4. 1. When an accommodation in the member's substantive position is not possible due to the member's restrictions and limitations, the DMA will work with the member, career development resourcing advisor and EMRO to explore other job opportunities within the division.

4. 3. 4. 2. The National Integrated Management Sub-Committee facilitates the cross-country search for permanent accommodation, once the Delegated Manager for Human Resources confirms that the substantive division cannot provide any reasonable permanent accommodation options.

4. 4. When Permanent Accommodation is not Possible

4. 4. 1. The goal of the RCMP Disability Management and Accommodation Program is to retain members whenever possible.

4. 4. 2. If a member is medically assessed to have a permanent disability, and the disability cannot be reasonably accommodated by the RCMP, to the point of undue hardship, in accordance with the CHRA, then an administrative discharge process may commence.

4. 4. 3. The RCMP will commit expertise, time and resources to work with the member to identify opportunities through accommodation.

4. 4. 3. 1. it is only after these efforts have been proven unsuccessful in accordance with human rights legislation that a discharge process may be initiated.

5. Return to Work Planning

5. 1. General

5. 1. 1. Returning to work is beneficial to the member and may be part of the recovery process; different situations require different return-to-work solutions.

5. 1. 2. Return to work planning provides for a temporary form of accommodation designed to reintegrate disabled members into the workplace in a safe and timely manner by allowing transitional work, i.e. modified work schedules and/or duties consistent with a member's functional limitations, restrictions and abilities.

5. 1. 3. Effective return-to-work planning involves a collaborative effort between all participants, including the member.

5. 1. 3. 1. Return-to-work goals should be revisited on a weekly basis to ensure the plan is progressing as developed.

5. 1. 4. The Supervisor is responsible for managing the member's absence, e.g. sick leave, regularly reviewing the potential for return to work and, once a member's functional abilities, limitations and/or restrictions have been identified, exploring all possibilities of reasonable accommodation.

5. 1. 5. The DMA will support the supervisor in return-to-work planning efforts, and, in more complex cases, will lead return-to-work planning efforts.

5. 1. 6. Members will actively participate with the supervisor and/or DMA in developing and implementing return-to-work strategies.

5. 1. 7. Supervisors/DMAs are to make reasonable efforts to explore the following sequence of return-to-work possibilities:

5. 1. 7. 1. maintain injured or ill member at work if the medical limitations allow this possibility;

5. 1. 7. 2. return the member to their substantive position with or without accommodation;

5. 1. 7. 3. offer the member a suitable alternative job with or without accommodation at their primary work location; and

5. 1. 7. 4. offer the member a suitable alternative job with or without accommodation at an alternative location.

5. 1. 8. Supervisors/DMAs will fully document all their discussions and actions in relation to return-to-work planning and seek appropriate assistance, whether from the Occupational Health Team, Career Development Resourcing or Labour Relations.

5. 1. 9. An ill, injured or disabled member seeking an accommodation will:

5. 1. 9. 1. actively co-operate in exploring accommodation possibilities;

5. 1. 9. 2. accept a reasonable accommodation proposal that meets the employer's operational requirements and that does not cause the employer undue hardship in the circumstances; and

5. 1. 9. 3. offer a reasonable explanation for their refusal to accept a proposed accommodation.

5. 2. Developing an Individualized Return-to-Work Plan

5. 2. 1. The supervisor will make every reasonable effort to identify and provide transitional, e.g. modified work that enables an ill or injured member to remain at work or return to work performing appropriate duties in consideration of the member's current functional abilities, limitations and/or restrictions:

5. 2. 2. If the supervisor is unable to identify transitional work that accommodates the member's medical restrictions and/or limitations, then the supervisor will liaise with the DMA and other stakeholders to assist in identifying other suitable work opportunities.

5. 2. 3. In more complex cases or upon request of the supervisor or member, the DMA will work with the member, supervisor, and if necessary, the occupational health team to coordinate and facilitate a return-to-work plan.

5. 2. 4. The Return to Work Plan will be used and must:

5. 2. 4. 1. be developed in collaboration with the member and, if requested by the member, with a member workplace advisor;

5. 2. 4. 2. match the job duties with the member's functional abilities;

5. 2. 4. 3. be safe for the injured/ill member and co-workers; and

5. 2. 4. 4. be documented in writing.

5. 2. 5. The return to work plan will include the following information as applicable:

5. 2. 5. 1. return to work goals;

5. 2. 5. 2. essential job duties/tasks;

5. 2. 5. 3. functional restrictions and/or limitations;

5. 2. 5. 4. description of any modification to be undertaken to accommodate the member's restrictions/limitations;

5. 2. 5. 5. work schedule;

5. 2. 5. 6. forecasted end date of return to work plan (start/end date); and

5. 2. 5. 7. comments, instructions or extra details.

5. 2. 6. All parties involved in the return-to-work process must sign the return-to-work plan, showing their agreement with, commitment to, and support for the plan.

5. 3. Monitoring, Evaluating and Updating the Return-to-Work Plan

5. 3. 1. Supervisors/DMAs will monitor the progress of the return-to-work plan on a weekly basis to ensure that the identified goal of the plan is achieved. The Return to Work Journal will be used to monitor the program.

5. 3. 2. The supervisor will re-evaluate the return-to-work plan and accommodation plan with the member, as necessary, to ensure the objectives are appropriate.

5. 3. 3. The supervisor must immediately address any new issues brought forward by the member regarding the duties or changes to medical limitations and facilitate changes to the plan as needed.

NOTE: When it becomes evident that a return-to-work plan will progress beyond the forecasted end date, the supervisor and DMA will refer the member to occupational health services for a re-assessment.

5. 4. For more information, see the Return to Work Guideline.

References

Date Modified: 2018-08-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

DMAPM - ch. 5. Documentation

New Chapter: 2017-04-03

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact Disability Management and Accommodation Program, at [redacted]

1. General
2. Documenting Case Management
3. Electronic Case Management Record
4. Occupational Health File

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1. General

1. 1. All disability and accommodation case management efforts and actions will be documented. All documents relating to disability case management and accommodation will be kept confidential.

1. 2. Any disclosure of information regarding a member's return to work plan and any workplace accommodation will be consistent with the requirements of the *Privacy Act* and *Access to Information Act*. See Part III.

2. Documenting Case Management

2. 1. Supervisors and other stakeholders involved in disability management and accommodation will keep accurate and timely records of all efforts to manage a member's case through early intervention, accommodation and/or return to work planning.

2. 2. Case management and decision-making should be documented and updated regularly, to reflect the progress of each case.

2. 3. The Disability Management Advisor will maintain a case file that will document and demonstrate efforts to manage a case, including all meetings, discussions and correspondence with members and other stakeholders.

2. 4. Commanders, Supervisors and other stakeholders are required to submit all records to the DMA for entry to the electronic case management file/record.

2. 5. Documentation is crucial for effective case management and serves to provide:

2. 5. 1. a profile of the (non-medical) early intervention and accommodation services provided;

2. 5. 2. a means of communication among stakeholders involved in the disability management and accommodation process;

2. 5. 3. a basis for planning and for continuity of management for each case;

2. 5. 4. a basis for review, study and evaluation of the case; and,

2. 5. 5. an audit trail of activities completed which can serve as a due diligence tool if required.

3. Electronic Case Management Record

3. 1. The RCMP National Administrative Records Management System (NARMS), or other system prescribed, will be used by the Disability Management Advisor and Employee Management Relations Officer to document:

3. 1. 1. a member's progression through the disability management and accommodation process until the member has returned to work without restrictions, has been permanently accommodated or has been discharged from the RCMP; and

3. 1. 2. a member's accommodation due to other prohibited grounds of discrimination.

3. 2. Using NARMS, hard copy file materials related to early intervention and/or the return to work planning process will be kept in a sub-file to the member's service file and will be organized and maintained according to IMM ch. 2.1. and the NARMS User Guide.

3. 3. The Return to Work file will be organized and maintained according to IMM ch. 2.1. and the NARMS User Guide.

3. 4. Access to the NARMS Return to Work file is limited to persons involved in reintegrating the member back into the workplace in a safe and timely manner.

3. 5. The NARMS Return to Work file remains active until the accommodation measures are no longer required or the member is discharged from the RCMP.

3. 6. Quality assurance includes an annual review of Disability Management and Accommodation cases to ensure the needs of the member and the RCMP are being met.

4. Occupational Health File

4. 1. The Occupational Health Team will keep accurate and timely records of events, discussions and information affecting the occupational health status of the member as documented in the **Occupational Health file**.

4. 2. Medical information obtained in the course of a **health review and assessment** will be maintained in the members Occupational Health file.

4. 3. The member's divisional occupational health file serves to:

4. 3. 1. provide a profile of the health status and the health care provided to each member during a medical assessment;

4. 3. 2. provide a means of communication among members of the Occupational Health Team contributing to the disability case management process;

4. 3. 3. provide a basis for planning, review, and evaluation of the case; and

4. 3. 4. demonstrate efforts to identify a member's occupational limitations, restrictions and abilities in support of the RCMP's duty to accommodate.

4. 4. For more information on the Occupational Health file, see Information Source, Personal Information Banks PPE 808.

4. 5. Members may access their Occupational Health file through informal means by contacting the Divisional Occupational Health Services, in accordance with policy. See IMM ch. 3.1., sec. K.2.

References

Date Modified: 2017-04-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

DMAPM - ch. 6. Evaluation, Reporting and Data Collection

New Chapter: 2017-04-03

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact Disability Management and Accommodation Program, at [redacted]

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1. The National Workforce Programs and Services group is responsible for: the scheduled review of this program annually: performing ad hoc reviews as deemed necessary: and, presenting program outcomes to the National Integrated Management Committee (NIMC).

2. To support the review process, **Workforce Programs and Services** is also responsible for identifying and undertaking any monitoring and assessment activities that will help determine whether the program remains relevant, effective and achievable, and whether there is adherence to the requirements.

3. The Director, **Disability Management and Accommodation Programs**, provides strategic advice and guidance on how this program and related policy instruments and tools are applied.

4. Divisions will use the National Administrative Records Management System (NARMS) or other national system prescribed to track and maintain confidential data for all disability case management and accommodation activities. The system and other surveys and tools will be used to support program evaluation, monitoring and reporting.

References

Date Modified: 2017-04-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

DMAPM - ch. 7. Roles and Responsibilities

Directive Amended: 2018-08-28

This policy has been in effect since 2017-04-01.

For information regarding this policy, contact the Disability Management and Accommodation Program, at Irrelevant

1. General
2. Senior Management
3. Employee Management Relations Officer
4. Supervisors
5. Ill, Injured or Disabled member
6. Disability Management Advisor
7. RCMP Occupational Health Team
8. Career Development and Resourcing Advisor
9. Community Healthcare Provider
10. Fitness and Lifestyle Advisor
11. Member Workplace Advisor
12. Workforce and Program Services
13. National Integrated Management Committee
14. National Integrated Management Sub-Committee
15. Integrated Services Committee

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1. General

1. 1. The RCMP Disability Management and Accommodation Process provides additional information on key stakeholder roles and responsibilities in the pro-active case management of members absent from the workplace due to a disability i.e. illness or injury.

2. Senior Management

2. 1. Senior Management at national and division levels will:

2. 1. 1. endorse the RCMP disability management and accommodation framework, program, guidelines and working tools, and demonstrate compliance with the applicable legislation;

2. 1. 2. encourage the identification of jobs that are suitable for modified work; and

2. 1. 3. ensure the disability management program is properly resourced and case management procedures are followed.

3. Employee Management Relations Officer

3. 1. Within the RCMP Disability Management and Accommodation Program, as the subject matter expert on human rights legislation and accommodation policies, the employee management relations officer will:

3. 1. 1. ensure the principles of workplace accommodation are applied in a consistent manner across the RCMP;

3. 1. 2. when necessary, bring matters before the National Integrated Services Committee (ISC) to identify and implement reasonable accommodation measures;

3. 1. 3. organize the ISC by identifying the committee members, scheduling and chairing meetings as required;

3. 1. 4. ensure all relevant action and documentation is reported in the National Administrative Records Management System (NARMS); and

3. 1. 5. when it appears the RCMP cannot reasonably accommodate a member, determine if the RCMP has met its duty to accommodate.

4. Supervisors

4. 1. Supervisors will:

4. 1. 1. maintain regular and appropriate contact with members who are absent from work, in order to maintain the member's connection to the workplace and coordinate their return to work;

4. 1. 2. ensure members are aware of resources to support them in their recovery, e.g. Employee Assistance Services, peer to peer, and member workplace advisors;

4. 1. 3. engage the necessary human resources expertise in situations where a disability issue is concurrent with an employee relations issue (e.g. performance management, and discipline) or workplace issue (e.g. interpersonal conflict and work environment);

4. 1. 4. promote respect for the member's right to confidentiality concerning their personal medical information;

4. 1. 5. document discussions and retain written correspondence with the ill or injured member and other stakeholders involved in the disability management and accommodation process;

4. 1. 6. ensure all absences due to illness or injury are reported as soon as possible within the Human Resources Management Information System (HRMIS) leave system;

4. 1. 7. report a workplace injury or illness to the HSO, CO, the member's emergency contact, and/or the member workplace advisor, and complete LAB1070, Hazardous Occurrence Investigation Report;

4. 1. 8. engage in timely return-to-work planning in order to:

4. 1. 8. 1. actively identify and review reasonable accommodation/return-to-work options to assist the member in a safe and suitable return to work;

4. 1. 8. 2. actively review and search for reasonable options, as appropriate, to assist the member in returning to work in their job or a job suited to their functional limitations if no suitable modified work can be found;

4. 1. 8. 3. regularly review the progress of each member in the Disability Management and Accommodation Program; and

4. 1. 8. 4. monitor an accommodated return to work, work to resolve any issues, and flag any concerns to the disability management advisor (DMA).

NOTE: For more information, refer to the Supervisor Information Package.

5. Ill, Injured or Disabled member

5. 1. An ill, injured or disabled member will:

5. 1. 1. advise their supervisor of a personal illness, injury or disability as soon as possible, and advise if it was due to a workplace illness or injury.

5. 1. 2. be an active participant in all medical and rehabilitation treatment designed to facilitate return to employment;

5. 1. 3. promptly provide necessary medical documentation to support an absence from work and/or to clarify relevant limitations or restrictions needed for return-to-work planning;

5. 1. 4. maintain regular contact with the supervisor and in more complex cases, the DMA and Occupational Health Team, throughout the recovery process;

5. 1. 5. make return-to-work/accommodation needs known and actively participate in discussions for the identification of suitable modified work; and

5. 1. 6. communicate any concerns about the work accommodation to the supervisor/DMA so that potential problems can be quickly resolved.

NOTE: For more information, refer to Information for Members.

6. Disability Management Advisor

6. 1. The DMA will work with members, supervisors, the RCMP Occupational Health Team and other stakeholders to:

6. 1. 1. direct and record disability case management activities;

6. 1. 2. understand the RCMP's duty to accommodate and promote a better understanding of the Disability Management and Accommodation Program within the division and/or detachment;

6. 1. 3. provide guidance and support to ill, injured or disabled members and their supervisors;

6. 1. 4. liaise with ill, injured or disabled members, supervisors and the Occupational Health Team to identify opportunities for early intervention, case management, and support;

6. 1. 5. obtain confirmation of the member's medical profile via Form 2158, Medical Profile, and current functional abilities, limitations and restrictions from the Occupational Health Team to initiate the return-to-work planning process;

6. 1. 6. initiate and develop accommodation/return-to-work plans in consultation with the member, supervisor, career development and resourcing advisor (CDRA) and other resources as required and facilitate, monitor and adjust plans as necessary;

6. 1. 7. promote respect for members' right to confidentiality about personal health information;

6. 1. 8. support the supervisor to engage the necessary HR expertise in situations where a disability issue is concurrent with an employee relations issue (e.g. performance management, and discipline) or a workplace issue (e.g. interpersonal conflict, and work environment);

6. 1. 9. document and maintain a case file in NARMS for each situation managed, and track and report on Disability Management and Accommodation Program data and outcomes to management.

6. 1. 10. maintain an inventory of members in the division who are off duty sick in excess of five (5) consecutive calendar days; and

6. 1. 11. regularly monitor accommodation due to disability and return-to-work plans in your division to ensure work-related needs are properly addressed.

NOTE: For more information, refer to the DMA Checklist.

7. RCMP Occupational Health Team

7. 1. General

7. 1. 1. The divisional Occupational Health Team works to assist ill, injured or disabled members in reaching maximum health and productivity.

7. 1. 2. The Occupational Health Team assesses the member's fitness for duty, functional abilities, treatment plan, and the physical, psychological and medical factors that may impede the member's successful recovery and reintegration into the workplace.

7. 1. 3. The Occupational Health Team documents its case management efforts, and maintains and safeguards the confidentiality of a member's personal health and disability information and records in accordance with the *Privacy Act*, RCMP policies and professional regulatory bodies.

7. 2. Health Services Officer

7. 2. 1. Within the RCMP's Disability Management and Accommodation Program, and in support of assessing entitlement to the sick leave benefit, the Health Services Officer (HSO) will:

7. 2. 1. 1. gather medical information from the member's community healthcare provider(s) and provide recommendations for the estimated period of sick leave required for recovery and safe return to duty;

7. 2. 1. 2. review medical information, assessments and treatment plans, as per DMAPM ch. 3., Health and Assessment, to ensure the ill or injured member is receiving appropriate and timely treatment;

7. 2. 1. 3. review and discuss medical information with the member;

7. 2. 1. 4. provide a professional assessment or opinion in relation to the occupational restrictions and limitations and abilities of the member;

7. 2. 1. 5. update the member's medical profile via Form 2158 to ensure information is available for return-to-work planning. Refer to HSM ch. II.1., sec. D.4., Medical Profile System; and

7. 2. 1. 6. facilitate medical referrals, investigations and treatments when there is a delay in the public system and the condition impacts fitness for duty.

7. 3. Nurse

7. 3. 1. The nurse co-ordinates, monitors and tracks the medical case management activities of the Occupational Health Team, promotes a collaborative approach within the team, and will:

7. 3. 1. 1. clarify medical information and treatment plans to determine the estimated period of sick leave required for recovery and safe return to duty, in consultation with community health-care providers;

7. 3. 1. 2. gather additional medical information and under the direction of the HSO, facilitate an independent medical evaluation as required;

7. 3. 1. 3. monitor the member's medical progress and identify barriers to a return to work; and

7. 3. 1. 4. advise the DMA and other stakeholders of a member's expected return-to-work date, and functional abilities, limitations and restrictions, as recommended by the HSO.

NOTE: For more information, refer to the Occupational Health Team Nurse Checklist.

7. 4. Psychologist

7. 4. 1. Within the RCMP's Disability Management and Accommodation Program, the psychologist may be engaged to:

7. 4. 1. 1. ensure the provision of psychological services, including psychological assessments, test administration and interpretation by external practitioners;

7. 4. 1. 2. once identified, provide the HSO with a member's functional limitations, restrictions and abilities in support of fitness for duty assessment and return-to-work planning; and

7. 4. 1. 3. ensure the provision of individual and/or group counselling for members who are in distress and/or to support members during the period following a traumatic incident by referral to external practitioners.

8. Career Development and Resourcing Advisor

8. 1. The Career Development and Resourcing Advisor, in considering the operational requirements of the RCMP, will:

8. 1. 1. work with the DMA and member to identify workplace options and propose job opportunities, for accommodations requiring a staffing action;

8. 1. 2. interview the member to establish their career profile (i.e. review resume, education, knowledge, skills and abilities, work experience, and training needs) and desire to be accommodated, if required; and

8. 1. 3. conduct a job search in a manner which results in the least amount of transition for the member, while taking into account the actual job, physical location, rank, and available employment opportunities, If necessary.

NOTE: For more information, refer to the Career Development and Resourcing Advisor Checklist.

9. Community Healthcare Provider

9. 1. The community healthcare provider's role is to:

9. 1. 1. diagnose and treat the member's illness or injury;

9. 1. 2. advise and support the patient;

9. 1. 3. provide and communicate appropriate information to the patient and the employer; and

9. 1. 4. work closely with other involved health care professionals to facilitate the patient's safe and timely return to the most productive employment possible.

9. 2. Fulfilling this role requires the treating physician to understand the patient's roles in the family and the workplace.

9. 3. The community healthcare provider can be the member's treating physician, physiotherapist, psychologist, psychiatrist, occupational therapist, or other member of the rehabilitation team.

9. 4. These healthcare professionals provide the RCMP Occupational Health Team with necessary information about the members:

9. 4. 1. diagnosis, evaluation results and treatment plans;

9. 4. 2. functional abilities;

9. 4. 3. expected return-to-work date;

9. 4. 4. the limitations that may apply upon return to work; and

9. 4. 5. the prognosis of the illness or injury.

9. 5. It is essential that ongoing communication occurs between the community health care provider and the RCMP Occupational Health Team, as this helps to prevent misunderstandings and prolonged member absences.

10. Fitness and Lifestyle Advisor

10. 1. Within the RCMP's Disability Management and Accommodation Program, the fitness and lifestyle advisor may be engaged to:

10. 1. 1. provide lifestyle education and counselling;

10. 1. 2. design and implement safe and effective physical activity and exercise prescriptions based on appropriate screening assessments; and

10. 1. 3. provide education and advice on ways to integrate positive health choices into current lifestyle.

11. Member Workplace Advisor

11. 1. Member workplace advisors will provide individual advice and support to members in collaboration with the DMA, occupational health and safety, career development resourcing, informal conflict management program, employee assistance services, and employee management relations office.

12. Workforce and Program Services

12. 1. Workforce and program services is the policy center responsible for the RCMP Disability Management and Accommodation Program design, oversight, reporting and evaluation, with a goal of promoting a consistent approach to disability management within the RCMP.

12. 2. Other responsibilities include internal and external communications as well as establishing and facilitating good working relationships between internal and external stakeholders.

12. 3. Workforce and program services will ensure that all policies and procedures affecting or affected by the RCMP workplace accommodation, disability case management, and sick leave pertaining to members are well structured, understood, aligned, and applied.

13. National Integrated Management Committee

13. 1. The National Integrated Management Committee (NIMC), will:

13. 1. 1. provide advice on complex cases (e.g. cases presenting unusual procedural challenges, cases of members who have not returned to work after 12 months, and cases of undue hardship);

13. 1. 2. be the principal forum for joint labour-management consultation on disability management and accommodation issues; and

13. 1. 3. provide corporate leadership and strategic direction to divisions, the occupational health and safety branch and the Disability Management and Accommodation Program policy centre.

NOTE: For more information, refer to the NIMC Terms of Reference.

14. National Integrated Management Sub-Committee

14. 1. The National Integrated Management Sub-Committee (NIMSC), as an extension of the NIMC, serves as a body to inform and provide counsel to divisions as they address complex disability management and accommodation cases.

14. 2. The NIMSC is a body that facilitates the cross-country search for reasonable permanent accommodation solutions when:

14. 2. 1. the delegated manager for human resources has confirmed that the substantive division has explored; and

14. 2. 2. has considered all reasonable permanent accommodation options for the member in need of a permanent accommodation option.

15. Integrated Services Committee

15. 1. The Integrated Services Committee, at the divisional level, will:

15. 1. 1. review individual cases with a view to resolving any identified issues and address barriers to a safe and timely return to work;

15. 1. 2. identify suitable accommodation opportunities;

15. 1. 3. direct complex cases (i.e. cases presenting unusual procedural challenges, of a longer duration, or potentially involving undue hardship for accommodation) to the NIMC for resolution;

15. 1. 4. respect a member's right to confidentiality; and

15. 1. 5. provide feedback on the RCMP Disability Management and Accommodation Program and outcomes.

References

Date Modified: 2018-08-28

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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EOM - ch. 1.1. Succession Planning

Directive Amended: 2014-09-02

For information regarding this policy, contact Executive/Officer Development and Resourcing at [redacted]

1. Policy
2. General
3. Officer/Officer Equivalent Succession Planning Process
4. Executive Succession Planning Process
5. Honorary Aide-de-camp
6. Public Service Executive Positions EX-01, 02, 03

App. 1-1-1 Limited Duration Posts for Officers

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1. Policy

1. 1. The Commissioner will approve candidates for the positions outline in sec. 35, *RCMP Regulations*.

1. 2. The Director General, Executive/Officer Development and Resourcing (DG, E/ODR) will staff all other officer/officer equivalent positions. See AM App. X-3-10.

1. 3. Following consideration of organizational requirements, member developmental requirements, personal circumstances, and interests and qualifications, selections will be made according to a succession planning program. Organizational requirements will take precedence.

1. 4. Advertising will occur when no successors have been identified for a position.

1. 5. Highly specialized civilian member and senior executive positions may be advertised simultaneously for internal and external candidates to apply at the same time.

1. 6. The DG, E/ODR will approve job descriptors and job requirements for officer/officer equivalent positions.

EXCEPTION: Positions described in sec. 35, *RCMP Regulations* must receive the approval of the Commissioner.

1. 7. Some advertised positions may be open to RCMP employees from all or any combination of the categories.

1. 8. A member selected for a position that is inconsistent with his/her category will normally be required to change status to the category of the position. See CMM ch. 17.

1. 9. The decision to fill a position either laterally or promotionally will be made by the Commissioner or the DG, E/ODR.

1. 10. The DG, E/ODR must be consulted before any acting appointment of six months or more.

2. General

2. 1. The purpose of the succession planning program is a deliberate and systematic effort to ensure leadership continuity while encouraging individual advancement.

2. 2. Succession planning is a proactive process for the identification, development and long-term retention of members to meet organizational needs.

2. 3. All relevant information will be considered when members are succession planned, e.g. career interests, identified developmental requirements, performance, line officer recommendations, business partner recommendations, discipline, ongoing service or criminal investigations experience.

2. 4. A member's input to the succession planning process will be provided when requested by his/her Career Development and Resourcing Officer (CDRO).

2. 5. Some positions have recommended posting tenures, see App. 1-1-1.

2. 6. A member being considered for a position included in App. 1-1-1 will be interviewed where the conditions of the posting will be discussed.

2. 7. A member must inform his/her CDRO of any information that affects his/her career succession planning.

2. 8. Member's career goals will be included in succession planning for transfers, including lateral and promotion, temporary transfers, assignments to special projects, secondments, acting appointments in excess of six months, etc.

2. 9. Members who are succession planned for positions will be placed on a succession list and advised by their CDRO.

2. 10. Secondment agreements will be prepared by E/ODR, as necessary, in consultation with the manager.

2. 11. A CDRO will initiate an interview with his/her clients as often as is practical.

2. 12. Interviews will be conducted in person, by telephone, e-mail or by other means suitable for the circumstances.

2. 13. For bilingual positions, see CMM ch. 3, sec. 13.

2. 14. Form A-22A will be used to report transfers and other changes. See CMM ch. 3., sec. 7.

3. Officer/Officer Equivalent Succession Planning Process

3. 1. The officer/officer equivalent succession planning process identifies candidates to and within officer/officer equivalent positions.

EXCEPTION: Senior executive positions.

3. 2. The CDRO and DG, E/ODR will hold succession planning meetings as often as required.

3. 3. An RM candidate must successfully complete the Officer Candidate Development Program to be succession planned for an appointment to the Insp. rank.

3. 4. Candidates must meet or have the identified developmental potential to meet position job requirements.

3. 5. A short list of candidates will be identified from a succession list or advertisement after consideration of all previously submitted documentation and other relevant information.

3. 6. Other selection tools, e.g. interview, job knowledge test, may be used to determine the successful candidate.

3. 7. The CDRO, after consultation with the manager, will provide a final selection recommendation and supporting rationale for all short-listed candidates to the DG, E/ODR.

3. 8. The final selection will be approved by the Commissioner or DG, E/ODR as appropriate.

3. 9. All short-listed candidates will receive feedback.

4. Executive Succession Planning Process

4. 1. The Executive Succession Planning Process identifies and selects candidates to and within the senior executive group.

4. 2. The Executive Succession Planning Process Committee consists of core Senior Executive Committee Members and the DG, E/ODR. The committee will meet as often as required.

4. 3. Developmental requirements identified by the Senior Executive Development Program must be resolved through consultation with DG, E/ODR.

4. 4. Candidates who meet the organizational competency requirements will be succession planned based on potential to meet job requirements and interests.

4. 5. Candidates who are succession planned for positions will be placed on a succession list and notified by their CDRO.

4. 6. Candidates will be notified by the DG, E/ODR of their Executive Succession Planning Process status.

5. Honorary Aide-de-camp

5. 1. For appointment, see Ceremonial and Protocol Guide, ch. 8.

6. Public Service Executive Positions EX-01, 02, 03

6. 1. Refer to the Public Service Commission - Appointment Policies and Guidelines.

References

- *RCMP Act* and *Regulations*
- *Public Service Employment Act* and *Regulations*
- *Public Service Official Languages Appointment Regulations*
- *Public Service Official Languages Exclusion Approval Order*
- *Administration Manual*
- *Career Management Manual*
- *Ceremonial and Protocol Guide*
- Public Service Commission - Appointment Policy

Date Modified: 2014-09-02

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EOM - App. 1-1-1 Limited Duration Posts for Officers

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Directive Amended: 2014-09-02

Division	Post	Recommended Duration [1]
National Headquarters	Professional Standards - Adjucation	3 years
"B"	OC Labrador Subdivision	4 years
"D"	OC Thompson Subdivision OIC Thompson City Detachment	4 years 5 years
"E"	OC/A/OC Prince Rupert Subdivision OIC Prince Rupert City Detachment OIC Terrace Detachment	5 years 5 years 5 years
"G"	Yellowknife (Headquarters) OC Yellowknife Subdivision OC Inuvik Subdivision OC Hay River Subdivision	4 years 4 years 4 years 4 years
"K"	OIC Fort McMurray Detachment	3 to 5 years
"M"	Whitehorse Division Headquarters	3 to 5 years
"National"	Travel Officer E/DPS Watch Commanders	2½ years 2½ years
"V"	OC Iqaluit Subdivision	3 years

[1] *These are recommended durations only. Actual duration will be subject to RCMP needs and the officer's interests/position availability.*

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Date Modified: 2014-09-02

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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National Home > EOM - ch. 1.4. Officer Candidate Process

EOM - ch. 1.4. Officer Candidate Process

Directive Amended: 2018-01-24

For information regarding this policy, contact Executive/Officer Development and Resourcing at Irrelevant

1. Policy
2. Definitions
3. General
4. Eligibility
5. Phase One - Application
6. Phase Two - Review
7. Phase Three - Structured Interview Board

1. Policy

1. 1. The Officer Candidate Process is an essential part of the national succession planning strategy for identifying key leaders to meet organizational needs at the commissioned officer ranks.

1. 2. The Officer Candidate Process evaluates non-commissioned officers, based on the Senior Manager Competency Profile and the RCMP Core Values, for their readiness and suitability for officer-level responsibilities.

2. Definitions

2. 1. **Candidate** means an RM who meets the eligibility criteria outlined in sec. 4.

2. 2. **Conduct and Administrative checks** means past or current Code of Conduct, Criminal Code, and/or Harassment checks.

2. 3. **DC/CO** means a Deputy Commissioner (DC), Commanding Officer (CO), or a direct report to the Commissioner.

2. 4. **Officer Candidate Process (OCP)** means the program that evaluates, identifies, and pre-qualifies RMs interested in a promotion to the rank of inspector.

2. 5. **Valid Job Simulation Exercise (JSE)** means the exam that measures an individual's ability to deal with a broad range of applied problems that will be encountered at the target rank. A valid JSE result for the OCP is the minimum passing score for the staff sergeant rank.

2. 6. **Interview Material** means the documents prepared by Executive/Officer Development and Resourcing (E/ODR) for the Structured Interview Board, and includes all the materials required by the board members to conduct the interview.

2. 7. **Bring level** means the level of experience having already been obtained before beginning in a position.

2. 8. **Referee** means a person the officer candidate has identified as a reference in his/her Structured Application Package – Officer Candidate Process, Form 4011 and/or his/her Values and Ethics - Reference Check, Form 4013.

3. General

3. 1. The OCP cycle will be managed by E/ODR on an annual basis.

3. 1. 1. E/ODR will maintain statistical data relevant to the OCP throughout the cycle.

3. 2. The OCP will be conducted in accordance with the Official Languages directives outlined in AM ch. II.6.

3. 3. An officer candidate will be provided with a status update at each phase of the process.

3. 4. Support from a DC/CO or the DG, E/ODR, for an officer candidate can be withdrawn at any phase of the OCP process, including once a candidate has qualified for the OCP National Eligibility List. An appropriate rationale must include reasons for the withdrawal of support.

3. 5. An officer candidate who participates in the OCP cycle, meets all of the requirements of the three phases of the OCP, and has continued support and a valid JSE, will be eligible for a promotion to the rank of inspector, for a two-year period, from the date listed on the official notification letter.

3. 6. An officer candidate who is not promoted within the two-year eligibility time frame must re-apply to the OCP, and successfully complete all phases, in order to re-qualify.

3. 7. An officer candidate must have a valid JSE result to proceed to Phase Three - Structured Interview Board, of the OCP. See sec. 7.

3. 8. An officer candidate must maintain a valid JSE result to remain on the OCP National Eligibility List.

3. 9. An officer candidate must have completed the following online courses, prior to submitting Form 4011:

3. 9. 1. Gender-Based Analysis Plus, which is available on the Status of Women Canada website;

3. 9. 2. The Respectful Workplace - National (000912), which is available on the Agora website; and

3. 9. 3. Violence Prevention in the Workplace - National (000963), which is available on the Agora website.

3. 10. An officer candidate who is not supported to proceed in the OCP, regardless of which phase he/she had reached, must meet with his/her line officer to assess the identified shortcomings and discuss the next steps.

3. 10. 1. An officer candidate who requires further development must modify his/her learning plan to include learning goals and activities to address the identified shortcomings.

3. 10. 2. The officer candidate's line officer and DC/CO must provide E/ODR with a rationale to attest that the necessary steps were taken to complete the learning goals before the candidate can participate in the OCP again.

3. 11. Examples that were provided by a candidate in his/her Track Record Review (TRR), and that have been validated by a review committee, will remain valid for a period of two years and for a maximum of two interview attempts, from the date they were validated.

3. 11. 1. A candidate who is not supported at Phase II of the OCP need not resubmit examples that were already validated by the review committee should he/she decide to participate again within the validity period.

3. 11. 1. 1. Only the examples that were not validated by the committee need to be resubmitted during this period.

3. 11. 2. A candidate who is not supported at Phase III of the OCP need not resubmit written examples during the validity period as these examples were already validated by the review committee.

NOTE: The candidate will always be required to undergo a full interview and he/she is encouraged to review/update the examples presented to the board.

3. 11. 3. A candidate may choose to postpone his/her participation, in order to develop further, and he/she will not need to resubmit written validated competency examples.

3. 11. 3. 1. It is only once the validity period is over that he/she will need to resubmit examples.

4. Eligibility

4. 1. There are two methods used to identify candidates:

4. 1. 1. Self-Identification

4. 1. 1. 1. An RM NCO at the Sgt., S/M, S/Sgt., S/S/M, and C/S/M rank may self-identify for participation in the OCP.

4. 1. 1. 1. 1. A self-identified candidate must meet the service eligibility requirements established for the NCO promotion process and have a valid JSE result. See CMM ch. 4., sec. 10.

NOTE: The requirement for a valid JSE result does not apply to an RM who is at the S/Sgt. rank.

4. 1. 2. Invitation to participate

4. 1. 2. 1. An RM NCO at the Cpl., Sgt., S/M, S/Sgt., S/S/M, and C/S/M rank, may be invited to participate in the OCP by a DC/CO, an assistant commissioner, a director general, a director, or a line officer.

4. 1. 2. 2. A business case (on an Application Review and Business Case - Officer Candidate Process, Form 4012) is required when a Cpl. is invited to participate in the OCP.

4. 1. 2. 2. 1. The rationale must outline the reasons the candidate is invited to participate.

4. 1. 2. 3. The candidate must have a valid JSE result.

5. Phase One - Application

5. 1. General

5. 1. 1. The application phase consists of the completion of forms by an eligible RM, his/her line officer's assessment of readiness for increased responsibility, and a support or non-support recommendation.

5. 2. Roles and Responsibilities

5. 2. 1. The candidate will:

5. 2. 1. 1. complete Form 4011, and ensure he/she includes two examples for each competency; and

5. 2. 1. 2. provide his/her Employee Profile Information (EPI), JSE result (if applicable), and confirmation of the completed training identified in sec. 3.9., to his/her line officer.

5. 2. 2. The line officer will:

5. 2. 2. 1. review and verify the completeness of the member's application package;

5. 2. 2. 2. be responsible for initiating the Values and Ethics - Reference Check - Officer Candidate Process, Form 4013, for all supported candidates;

5. 2. 2. 3. attest that the candidate meets the minimum requirement of the Core Values of the RCMP;

5. 2. 2. 4. attest that the candidate meets the minimum requirement of the communication competency and provide a brief example; and

5. 2. 2. 5. make a recommendation on Form 4012 to support or not support a candidate; include a rationale, and send the package to the divisional OCP coordinator.

5. 2. 3. The Divisional OCP Coordinator will:

5. 2. 3. 1. be responsible for verifying the OCP application package for completeness, with the assistance of the OCP divisional checklist aid;

5. 2. 3. 2. initiate the conduct and administration checks for an officer candidate within his/her division who has been supported by the line officer and provide the results to the CO for review;

NOTE: The conduct and administrative checks must include all the divisions where the candidate has worked.

5. 2. 3. 3. prepare the OCP application package for the review committee by adding the Review Committee Checklist - Officer Candidate Process, Form 6428; and

5. 2. 3. 4. provide E/ODR with a copy of page one of Form 4011 and Form 4012 and send by post the original OCP package for a candidate not supported by the line officer.

5. 2. 4. The DC/CO will:

5. 2. 4. 1. identify a divisional OCP coordinator and select the review committee members for his/her division/business line;

5. 2. 4. 2. review the conduct and administrative checks provided by the divisional OCP coordinator and decide if the candidate should continue in the process; and

5. 2. 4. 3. attest that the candidate meets the minimum requirement of the Core Values of the RCMP.

5. 2. 5. E/ODR will:

5. 2. 5. 1. provide guidelines and procedures for the OCP;

5. 2. 5. 2. create a national OCP candidate file for an officer candidate;

5. 2. 5. 3. review the officer candidate package that is not supported by the line officer;

5. 2. 5. 4. initiate the conduct and administrative checks for an officer candidate supported by the line officer within NHQ and provide the results to the DC/CO for review; and

5. 2. 5. 5. at the conclusion of Phase One, advise the officer candidate of the status of his/her application.

6. Phase Two - Review

6. 1. General

6. 1. 1. The review committee will consist of the DC/CO (alone in smaller divisions/business lines), and/or two or more commissioned officers/employees (CM or PSE) of the EX group. At least one member of the review committee must have completed the OCP Interview Board Member training.

NOTES:

1: Line officers and referees will not participate as a review committee member.

2: A member who participates on a review committee and evaluates a candidate's application package will not participate on the Structured Interview Board for that candidate.

6. 1. 2. Based on the information provided in the TRR and the complete application package before them, the review committee will attest that the candidate meets the minimum requirement of the Core Values of the RCMP.

6. 1. 3. The review committee will ensure that the officer candidate meets the minimum Bring level for both examples for each competency, before recommending him/her to the DC/CO.

6. 1. 3. 1. The review committee will also ensure that all the examples provided meet the minimum Bring level of the communication competency. See sec. 5.2.1.1.

6. 2. Roles and Responsibilities

6. 2. 1. The Divisional OCP Coordinator will:

6. 2. 1. 1. coordinate the review committee for an officer candidate within his/her division;

6. 2. 1. 2. be responsible for processing the OCP application and providing it to the review committee members for review;

6. 2. 1. 3. provide E/ODR with a copy of Form 6428 and coordinate with the DC/CO's office to have him/her review the OCP application;

6. 2. 1. 4. verify the officer candidate package for completeness; and

6. 2. 1. 5. provide E/ODR with a copy of Form 4012 completed by the DC/CO, and forward the original package by post to E/ODR for review.

6. 2. 2. The review committee will:

6. 2. 2. 1. assess Form 4011 and review Forms 4012 and 4013 using Form 6428;

6. 2. 2. 2. review all other relevant information and contact references to confirm or clarify information contained in the application package; and

6. 2. 2. 3. make a recommendation to support or not support with rationale.

6. 2. 3. The DC/CO will:

6. 2. 3. 1. based on all the information received, elect to support or not support the officer candidate;

6. 2. 3. 2. attest that the candidate meets the minimum requirement of the Core Values of the RCMP; and

6. 2. 3. 3. finalize and forward the officer candidate package to the divisional OCP coordinator for processing.

6. 2. 4. E/ODR will:

6. 2. 4. 1. coordinate the review committee for an officer candidate supported by a line officer within NHQ;

6. 2. 4. 2. be responsible for processing the OCP application and providing it to the review committee members for review; and

6. 2. 4. 3. review the OCP application for completeness before providing it to the DG, E/ODR for review.

NOTE: For the proper handling of this information, see AM App. XI-1-6.

6. 2. 5. The DG, E/ODR, will:

6. 2. 5. 1. review the officer candidate package and elect to support or not support the candidate; and

6. 2. 5. 2. at the conclusion of Phase Two, advise the officer candidate, in writing, of the status of his/her application.

7. Phase Three - Structured Interview Board

7. 1. General

7. 1. 1. The Structured Interview Board consists of three board members, who are selected with consideration given to diversity, objectivity, and experience.

7. 1. 2. The Structured Interview Board will assess the officer candidate based on the Senior Manager Competencies, and how well a candidate reflects the RCMP Core Values.

7. 1. 2. 1. An officer candidate must meet the minimum Bring level for all senior manager competencies, and the minimum acceptable level for the RCMP Core Values.

7. 1. 2. 2. An officer candidate who does not meet the minimum acceptable level for the RCMP Core Values will not fully qualify in the OCP, regardless of whether that candidate met all of the competencies to the required level.

7. 2. Roles and Responsibilities

7. 2. 1. The candidate will:

7. 2. 1. 1. advise the E/ODR coordinator of any possible conflict with the identified board members; and

7. 2. 1. 2. adhere to the instructions provided for the Structured Interview Board, according to the OCP candidate Guidelines and Procedures.

7. 2. 2. The Divisional OCP Coordinator will:

7. 2. 2. 1. be responsible for booking the boardrooms for an interview scheduled in his/her division and providing assistance for the Structured Interview Board;

7. 2. 2. 2. be responsible for providing the board members the OCP interview material prepared by E/ODR;

7. 2. 2. 3. upon completion of a board, review interview documents for completeness and signatures; and

7. 2. 2. 4. forward, to E/ODR, the result of the Structured Interview Board for processing.

7. 2. 3. The E/ODR Coordinator will:

7. 2. 3. 1. be responsible for scheduling the Structured Interview Board by identifying potential board members and preparing the tentative structured interview;

7. 2. 3. 2. prepare the interview material for the Structured Interview Board and provide it to the divisional OCP coordinator; and

7. 2. 3. 3. prepare the OCP candidate's application package and provide it to the approved board members.

7. 2. 4. The Structured Interview Board will:

7. 2. 4. 1. be chaired by a chief superintendent/CM at the EX-02 level, or above, from another division or business line;

7. 2. 4. 2. assess the officer candidate based on the Senior Manager Competencies at the minimum Bring level;

7. 2. 4. 3. based on the information presented, assess the officer candidate's ability to communicate against the Senior Manager Competencies at the minimum Bring level;

7. 2. 4. 4. based on the information presented, attest that the candidate meets the minimum requirement of the RCMP Core Values; and

7. 2. 4. 5. make a decision considering the information presented by the candidate in response to the structured interview questions.

NOTE: All board members will have attended the OCP structured interview training session provided by E/ODR, and be supported to participate as a board member by his/her respective DC/CO.

7. 2. 5. The DG, E/ODR, will:

7. 2. 5. 1. be responsible for approving the Structured Interview Board composition;

7. 2. 5. 2. review the officer candidate's interview package;

7. 2. 5. 3. advise the officer candidate, in writing, of the results of the Structured Interview Board and of his/her OCP eligibility; and

7. 2. 5. 4. maintain the OCP National Eligibility List.

References

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

EOM - ch. 1.4. Officer Candidate Process

Policy Amended: 2021-03-16

For information regarding this policy, contact Executive/Officer Development and Resourcing.

1. Policy
2. Definitions
3. General
4. Notice of Indent to Apply
5. Candidate Identification
6. Phase One - Application
7. Phase Two - Review
8. Phase Three - Structured Interview Board

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1. Policy

1. 1. The Officer Candidate Process is an essential part of the national succession planning strategy for identifying key leaders to meet organizational needs at the commissioned officer ranks.

1. 2. The Officer Candidate Process evaluates non-commissioned officers, based on the Senior Manager Competency Profile and the RCMP Core Values, for their readiness and suitability for officer-level responsibilities.

2. Definitions

2. 1. **Bring level** means the level of competency having already been obtained before beginning in a position.

2. 2 . **Candidate** means a regular member who meets the eligibility criteria outlined in sec. 5.

2. 3 . **Conduct and administrative checks** means past or current Code of Conduct, *Criminal Code*, and harassment checks.

2. 4 . **Deputy commissioner (DC)/ commanding officer (CO)** means a deputy commissioner (DC), commanding officer (CO), or a direct report to the Commissioner.

2. 5. **Divisional Officer Candidate Process (OCP) coordinator** means a person or persons identified in each division to support Executive/Officer Development and Resourcing (E/ODR) in processing applications. E/ODR will act as the divisional OCP coordinator for a National Capital Region OCP candidate.

2. 6. **Interview material** means the documents prepared by Executive/Officer Development and Resourcing E/ODR) for the Structured Interview Board, and includes all the material required by the board members to conduct the interview.

2. 7. **Officer Candidate Process (OCP)** means the program that evaluates and qualifies regular members interested in a promotion to the rank of inspector.

2. 8. **Reference** is a person the officer candidate has identified as a reference in their Form 4011, Structured Application Package - Officer Candidate Process, and/or their Form 4013, Values and Ethics - Reference Check - Officer Candidate Process.

2. 9. **Valid Job Simulation Exercise (JSE)** is the exam that measures an individual's ability to deal with a broad range of applied problems that will be encountered at the target rank. A valid JSE result for the Officer Candidate Process (OCP) is the minimum passing score for the staff sergeant rank.

3. General

3. 1. The Officer Candidate Process (OCP) will be managed by Executive/Officer Development and Resourcing (E/ODR).

3. 1. 1. E/ODR will maintain statistical data relevant to the OCP on an annual basis.

3. 2. The OCP will be conducted in accordance with AM ch. II.6., Official Languages.

3. 3. Officer candidates will be provided with a status update at each phase of the process.

3. 4. Support from a deputy commissioner (DC)/commanding officer (CO) or the Director General (DG), E/ODR, for an officer candidate can be withdrawn at any phase of the OCP, including once a candidate has qualified for the OCP National Eligibility List.

NOTE: An appropriate rationale must include reasons for the withdrawal of support.

3. 5. Officer candidates are eligible for a promotion to the rank of inspector for a two-year period from the date listed on the official notification letter if they:

3. 5. 1. meet all of the requirements of the three phases of the OCP,

3. 5. 2. have continued support, and

3. 5. 3. have a valid Job Simulation Exercise (JSE).

3. 6. An officer candidate who is not promoted within the two-year eligibility time frame has to re- apply to the OCP, and successfully complete all phases, in order to re-qualify.

3. 7. Officer candidates ensure that they:

3. 7. 1. have a valid JSE result to proceed to phase three, Structured Interview Board, of the OCP. Refer to sec. 8.; and

3. 7. 2. maintain a valid JSE result to remain on the OCP National Eligibility List.

3. 8. Before submitting Form 4011, Structured Application Package - Officer Candidate Process, officer candidates ensure that they complete the online courses, as outlined in the OCP Application Guidelines and Procedures.

3. 9. Officer candidates who are not supported to proceed in the OCP, regardless of which phase they reached, ensure that they meet with their line officer or manager to assess the identified areas of improvement and discuss the next steps.

3. 9. 1. Officer candidates who require further development ensure that they modify their learning plan to include learning goals and activities to address the identified areas of improvement.

3. 9 . 2. The officer candidate's line officer or manager and DC/CO ensure that they provide E/ODR with a rationale to attest that the necessary steps were taken to complete the learning goals before the candidate can participate in the OCP again.

3. 10. Examples that were provided by a candidate in their track record review, and that have been validated, will remain valid for a period of two years from the date they were validated.

3. 10. 1. Officer candidates who are not supported at phase two or three of the OCP, and decide to participate again within the validity period, will adhere to the re-application instructions according to the OCP Application Guidelines and Procedures.

3. 10. 2. Officer candidates may choose to postpone their participation, in order to develop further. They will not need to resubmit written validated competency examples within the validity period.

3. 11. Should the conduct and administrative checks include information which could impede on their prospects of being identified for a promotion, the information will be disclosed to the candidates.

3. 11. 1. The candidates will then be given an opportunity to respond and such response will be considered in assessing their candidacy.

3. 11. 2. In some instances, E/ODR might determine that additional steps are required to examine the situation. If this is the case, candidates will be notified and afforded an opportunity to participate in these processes.

4. Notice of Intent to Apply

4. 1. When a regular member (RM) non-commissioned officer (NCO) is considering applying to the OCP within the next five years, they may complete a Notice of Intent to Apply. The document can be requested by sending an email to the E/ODR OCP Team.

4. 1. 1. The Notice of Intent to Apply, once completed, will serve as a planning tool to help identify and guide NCOs interested in the OCP. E/ODR career development and resourcing officers will gather the information to assist in their succession planning discussions with the senior management.

4. 1. 2. The completed Notice of Intent to Apply is to be submitted to the E/ODR OCP Team.

5. Candidate Identification

5. 1. A regular member NCO at the corporal (Cpl.), sergeant (Sgt.), sergeant major (S/M), staff sergeant (S/Sgt.), staff sergeant major (S/S/M), and corps sergeant major (C/S/M) rank may participate in the OCP.

5. 1. 1. Officer candidates ensure that they meet the service eligibility requirements established for the NCO promotion process and have a valid JSE result. Refer to CMM ch. 4., Promotion, sec. 10., Noncommissioned Officer Promotion Process.

NOTE: The requirement for a valid JSE result does not apply to an RM who is at the S/Sgt. rank or higher.

5. 1. 2. A business case (Form 4012, Application Review and Business Case - Officer Candidate Process) is required for a Cpl. who participates in the OCP.

6. Phase One - Application

6. 1. General

6. 1. 1. The application phase consists of the completion of forms by an eligible RM, their line officer or manager's assessment of readiness for increased responsibilit ies, and a support or non-support recommendation.

6. 2. Roles and Responsibilities

6. 2. 1. Officer Candidate

6. 2. 1. 1. Complete Form 4011, Structured Application Package - Officer Candidate Process, and include two examples for each competency.

6. 2. 1. 2. Provide your line officer or manager with your employee profile information, Job Simulation Exercise (JSE) results (if applicable), and confirmation of the completed online training identified in the OCP Application Guidelines and Procedures.

6. 2. 1. 3. Provide the names of your references to your line officer or manager, including a current supervisor, a previous supervisor, two peers, and two subordinates.

NOTE: References must include at least one person of each gender.

6. 2. 2. Line officer or Manager

6. 2. 2. 1. Review and verify the completeness of the regular member's application package and verify that the examples in the track record review are written at the appropriate level.

6. 2. 2. 2. Initiate Form 4013, Values and Ethics - Reference Check - Officer Candidate Process, for a supported candidate by sending the form to the references identified by the candidate. Refer to sec. 6.2.1.3.

6. 2. 2. 3. Attest that the candidate meets the minimum requirement of the Core Values of the RCMP.

6. 2. 2. 4. Attest that the candidate meets the minimum requirement of the communication competency.

6. 2. 2. 5. Make a recommendation on page one of Form 4012, Application Review and Business Case - Officer Candidate Process, to support or not support a candidate, includ ing a rationale. Once completed, send the package to the divisional Officer Candidate Process coordinator.

6. 2. 3. Divisional Officer Candidate Process Coordinator

6. 2. 3. 1. Verify and process the Officer Candidate Process (OCP) application package according to the instructions in the divisional OCP Coordinator Guidelines and Procedures.

6. 2. 4. Deputy Commissioner (DC)/Commanding Officer (CO)

6. 2. 4. 1. Yearly identify a divisional Officer Candidate Process coordinator and select the review committee members for their division or business line.

6. 2. 5. Executive/Officer Development and Resourcing

6. 2. 5. 1. Manage the Officer Candidate Process (OCP) and provide guidance and information related to the program.

6. 2. 5. 2. Act as the divisional OCP coordinator for a National Capital Region OCP candidate.

7. Phase Two - Review

7. 1. General

7. 1. 1. The review committee will consist of three or more commissioned officers/employees (civilian member or public service employee) of the EX group. At least

one member of the review committee must have completed the OCP Interview Board Member training, and each committee must include at least one person of each gender. The review committee will include representation of members who are self-identified as belonging to an Employment Equity group when feasible, depending on availability of committee members. Where a candidate has self-identified, the review committee must include a member of the same designated group.

NOTES:

1. Line officers or managers and references will not participate as a review committee member.

2. A regular member or employee of the EX group who participates on a review committee and evaluates a candidate's application package will not participate on the Structured Interview Board for that candidate.

7. 2. Roles and Responsibilities

7. 2. 1. Divisional Officer Candidate Process Coordinator

7. 2. 1. 1. Coordinate the review committee for an officer candidate in their respective division, who is supported by their line officer or manager, according to the instructions in the divisional Officer Candidate Process (OCP) Coordinator Guidelines and Procedures.

7. 2. 1. 2. Coordinate with the deputy commissioner (DC)/commanding officer's (CO) office to have them review an application package for an officer candidate not supported by their line officer or manager.

7. 2. 1. 3. Provide Executive/Officer Development and Resourcing (E/ODR) with a copy of Form 6428, Review Committee Checklist - Officer Candidate Process, completed by the review committee, and coordinate with the DC/CO's office to have them review the OCP application.

7. 2. 1. 4. Provide E/ODR with a copy of Form 4012, Application Review and Business Case - Officer Candidate Process completed by the DC/CO, and forward the package by email to E/ODR OCP Team for review.

7. 2. 2. Review Committee

7. 2. 2. 1. Assess Form 4011, Structured Application Package - Officer Candidate Process and review Form 4012, Application Review and Business Case - Officer Candidate Process and Form 4013, Values and Ethics - Reference Check - Officer Candidate Process using Form 6428, Review Committee Checklist - Officer Candidate Process.

7. 2. 2. 1. 1. Ensure that the officer candidate meets the minimum bring level for each competency before recommending them to the deputy commissioner/commanding officer.

7. 2. 2. 1. 2. Ensure that the examples provided in the track record review meet the minimum bring level of the communication competency.

7. 2. 2. 1. 3. Attest that the candidate meets the minimum requirement of the Core Values of the RCMP, based on the information provided in the complete application package.

7. 2. 2. 2. Review all other relevant information and contact references to confirm or clarify information contained in the application package.

7. 2. 2. 3. Make a recommendation to support or not support with rationale, and return the completed Form 6428 to the divisional Officer Candidate Process coordinator.

7. 2. 3. Deputy Commissioner (DC)/Commanding Officer (CO)

7. 2. 3. 1. Review the application package provided by the divisional Officer Candidate Process (OCP) coordinator and, based on all the information received, elect to support or not support the officer candidate using Form 4012.

7. 2. 3. 2. Attest that the candidate meets the minimum requirement of the Core Values of the RCMP.

7. 2. 3. 3. Finalize and forward the officer candidate package to the divisional OCP coordinator for processing.

7. 2. 4. Executive/Officer Development and Resourcing (E/ODR) Officer Candidate Process Coordinator

7. 2. 4. 1. Act as the divisional Officer Candidate Process (OCP) coordinator for a National Capital Region OCP candidate.

7. 2. 4. 2. Review the OCP application for completeness before providing it to the Director General, E/ODR for final review.

7. 2. 5. Director General, Executive/Officer Development and Resourcing

7. 2. 5. 1. Review the officer candidate package and elect to support or not support the candidate.

7. 2. 5. 2. At the conclusion of phase two, advise the officer candidate, in writing, of the status of their application.

8. Phase Three - Structured Interview Board

8. 1. General

8. 1. 1. The Structured Interview Board consists of three board members who are selected with consideration given to diversity, objectivity, and experience. The Structured Interview Board will include representation of members who are self-identified as belonging to an Employment Equity group when feasible, depending on availability of board members. Where a candidate has self-identified, the interview board must include a member of the same designated group.

NOTES:

1. The board is chaired by a chief superintendent, civilian member, or public service employee at the EX-02 level, or higher, from another division or business line.

2. All board members will have attended the OCP Interview Board Member Training session provided by E/ODR, and be supported to participate as a board member by their respective deputy commissioner or commanding officer.

8. 1. 2. The Structured Interview Board will assess the officer candidate based on the Senior Manager Competencies, and how well a candidate reflects the RCMP Core Values.

8. 1. 2. 1. An officer candidate must meet the minimum bring level for all Senior Manager Competencies, and the minimum acceptable level for communication and the RCMP Core Values.

8. 1. 2. 2. An officer candidate who does not meet the minimum acceptable level for the RCMP Core Values will not fully qualify in the OCP, regardless of whether that candidate met all of the competencies to the required level.

8. 2. Roles and Responsibilities

8. 2. 1. Officer Candidate

8. 2. 1. 1. Advise the Executive/Officer Resourcing and Development (E/ODR) Officer Candidate Process (OCP) coordinator of any possible conflict with the identified board members.

8. 2. 1. 2. Advise the E/ODR OCP coordinator of any special accommodation requirements. Accommodation requests are managed on a case-by-case basis and may require to be validated by the candidate's health services officer.

8. 2. 1. 3. Adhere to the instructions provided for the Structured Interview Board, according to the OCP Application Guidelines and Procedures.

8. 2. 2. Divisional Officer Candidate Process (OCP) Coordinator

8. 2. 2. 1. Adhere to the instructions, provided for the Structured Interview Boards, according to the divisional OCP Coordinator Guidelines and Procedures.

8. 2. 3. Executive/Officer Development and Resourcing (E/ODR) Officer Candidate Process (OCP) Coordinator

8. 2. 3. 1. Schedule the Structured Interview Board by identifying potential board members and preparing the tentative structured interview.

8. 2. 3. 2. Prepare the interview material for the Structured Interview Board and provide it to the divisional OCP coordinator.

8. 2. 3. 3. Prepare the OCP candidate's application package and provide it to the board members.

8. 2. 4. Structured Interview Board

8. 2. 4. 1. Make a decision considering the information presented by the candidate in response to the structured interview questions.

8. 2. 5. Director General, Executive/Officer Development and Resourcing

8. 2. 5. 1. Approve the Structured Interview Board composition.

8. 2. 5. 2. Review the officer candidate's interview board report.

8. 2. 5. 3. Advise the officer candidate, in writing, of the results of the Structured Interview Board and of their Officer Candidate Process (OCP) eligibility.

8. 2. 5. 4. Maintain the OCP National Eligibility List.

References

Date Modified: 2021-03-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

EOM - ch. 2.1. Performance Management Program

Directive Amended: 2015-11-04

For information regarding this policy, contact Executive/Officer Development and Resourcing at Irrelevant

1. Policy
2. Definitions
3. Program Eligibility
4. Performance Agreement
5. Commissioner's Review Committee
6. Administration of Performance Awards

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1. Policy

1. 1. This policy is based on and is to be read in conjunction with the Directive on the Performance Management Program (PMP) for Executives, the Policy on the Management of Executives, and the Performance Management Program for Executives established by the Treasury Board of Canada Secretariat.

1. 2. The Performance Management Program is a management tool designed to link individual performance with departmental objectives.

1. 3. The Commissioner is the authority for Performance Management Program and will authorize the performance awards for executives.

1. 4. A performance evaluation will be conducted in accordance with the Official Languages directive outlined in AM ch. II.6.

2. Definitions

2. 1. **Commissioner's Review Committee** means the committee made up of senior executives selected by the Commissioner, chaired by the Commissioner, to evaluate performance results for executives and ensure consistency and fairness in process.

2. 2. **Corporate commitment** means a commitment that links an individual's contribution to a government-wide objective.

2. 3. **DC/CO** means a Deputy Commissioner, Commanding Officer, or a direct report to the Commissioner.

2. 4. **Economic increase** means a percentage increase in base pay.

2. 5. **Executives** mean all regular members at the chief superintendent to deputy commissioner ranks, as well as public service and civilian member executives from EX-01 to EX-05. It also includes the public service and civilian member medical officers, level 4 and 5.

2. 6. **In-range movement** means an increase in base pay for executives below the salary range maximum of their group and level.

2. 7. **Individual commitment** means a commitment based on the organization's priorities, that cascades down from the commitments established for each reporting line.

2. 8. **Performance award** is a lump sum payment for the achievement of individual and corporate commitments. The performance award may include At-Risk Pay or At-risk Pay and Bonus. At-Risk Pay and the Bonus are monetary lump sums that may be awarded to executives for the performance period. At-Risk Pay is equivalent to a percentage of base pay and must be re-earned each year, subject to the successful achievement of commitments.

2. 9. **Performance Management Program** (PMP) is a Treasury Board of Canada Secretariat (TBS) program that encourages, recognizes, rewards, and addresses the performance of executives by setting clear objectives and rigorously evaluating the achievement of results.

2. 10. **Performance measures** describe how an observer would know that results are achieved within the fiscal year and define standards for the expected level of achievement of these results. They may also describe what characterizes levels of performance that are above/below expectations. Commitments are established at the start of the fiscal year and can be adjusted during the fiscal year.

3. Program Eligibility

3. 1. The following employees are eligible for the PMP:

3. 1. 1. executives who have worked in positions subject to the PMP for a minimum of three consecutive months of the fiscal year; and

3. 1. 2. non-executives who have acted in positions subject to the PMP for a minimum of three consecutive months of the fiscal year.

3. 2. Employees who fall under sec. 3.1.1. and 3.1.2. must have a valid performance agreement (PA) in place and have an assessment of performance against the agreement.

3. 3. Employees who fall under sec. 3.1.1. and 3.1.2. must be on strength as of April 1 of the fiscal year following the year for which the performance awards are considered.

EXCEPTIONS:

1. Executive who worked part of the fiscal year, but who are on leave without pay (LWOP) on April 1.

2. Non-executive whose acting appointment ended before the end of the fiscal year.

3. Executives who die before the end of the fiscal year.

4. Executives who have retired.

5. Executives in surplus status, whose employment ends before the end of the fiscal year.

4. Performance Agreement

4. 1. General

4. 1. 1. A Performance Agreement (PA) is used to evaluate the achievement of results for the PMP.

4. 1. 2. A PA will be developed for employees being paid as executives:

4. 1. 2. 1. in the first quarter of the new fiscal year;

4. 1. 2. 2. upon appointment to the EX level;

4. 1. 2. 3. upon promotion to a higher EX level, up to EX-05;

4. 1. 2. 4. who have transferred into the organization from another federal government department; and

4. 1. 2. 5. who have been seconded to the organization from another federal government department.

4. 1. 3. Unless specified differently in the secondment agreement, the host agency is required to submit a performance agreement to the home unit for PS executives who are seconded outside of the RCMP, using the host agency's assessment form.

4. 1. 4. If the annual assessment is not completed by the host agency, the secondee's home unit must complete a performance agreement that indicates that the employee is on secondment and that includes a rationale regarding why an evaluation is not possible at this time. The rationale will be provided to the Commissioner's Review Committee.

4. 1. 5. The host agency will provide a copy of the secondee's performance agreement to the appropriate home unit.

4. 1. 6. A final performance agreement is required when an executive retires or discharges voluntarily.

4. 1. 6. 1. The performance agreement must be prepared and signed before the executive leaves the work site, e.g. when an executive has planned to take annual leave before his/her retirement/discharge date, the assessment must be complete before the executive leaves the work site or commences leave.

4. 2. Mid-Year Review

4. 2. 1. The mid-year review is an evaluation of an executive's achievement to-date, pertaining to the commitments established in the PA at the beginning of the fiscal year.

4. 2. 2. The mid-year review is to be completed at the end of the second quarter of the fiscal year.

4. 3. End-of-Year Review

4. 3. 1. At the end of the fiscal year, the executive's supervisor must evaluate the executive's achievements for the performance cycle, against the commitments established in the PA.

4. 3. 2. The end-of-year review must be completed at the end of the fourth quarter of the fiscal year.

4. 4. Roles and Responsibilities

4. 4. 1. Executives and non-executives acting for three consecutive months will:

4. 4. 1. 1. draft a performance agreement at the beginning of the fiscal year, based on organizational priorities and the corporate commitment;

4. 4. 1. 2. submit the PA to his/her supervisor for review and approval at specific times during the performance cycle;

4. 4. 1. 3. meet with his/her supervisor to discuss achievements; and

4. 4. 1. 4. provide examples of results, if required.

4. 4. 2. The supervisor will:

4. 4. 2. 1. review, verify, and/or modify an employee's performance agreement;

4. 4. 2. 2. meet with the executive, to discuss expectations and/or achievements and approve the performance agreement, at specific times during the performance cycle;

4. 4. 2. 3. take immediate corrective action if an executive or non-executive acting for three consecutive months, fails to perform his/her duties at an acceptable level;

4. 4. 2. 4. meet with the executive to discuss his/her rating and to provide feedback, ensuring the executive understands that the rating provided by the Commissioner's Review Committee is based on a review of performance in the organization as a whole, rather than at the unit level; and

4. 4. 2. 5. review and align learning plans based on feedback, when required.

4. 4. 3. The DC/CO will:

4. 4. 3. 1. ensure compliance for completion of executives annual evaluations; and

4. 4. 3. 2. review the performance agreement and request proposed rating, including rationale from the supervisor for consideration at the Commissioner's Review Committee.

4. 4. 4. E/ODR will be responsible for:

4. 4. 4. 1. the monitoring, maintaining, and evaluating the performance management program and the associated forms for executives;

4. 4. 4. 2. the dissemination of information to executives regarding performance agreements;

4. 4. 4. 3. the review of performance agreements for completeness and accuracy;

4. 4. 4. 4. conducting any necessary follow-up with the DC/CO;

4. 4. 4. 5. ensuring the committee receives all performance agreements and proposed ratings;

4. 4. 4. 6. providing all materiel, guidelines, and a rating scale to the Commissioner's Review Committee, in accordance with TBS;

4. 4. 4. 7. capturing final ratings made by the Commissioner's Review Committee for final approval and processing for payment; and

4. 4. 4. 8. updating HRMIS records.

5. Commissioner's Review Committee

5. 1. The Commissioner will establish a review committee annually to finalize executives' ratings and to ensure performance agreements are reviewed for consistency and fairness in process.

6. Administration of Performance Awards

6. 1. At the discretion of the Commissioner, performance awards will be pro-rated to the number of months at the new level.

6. 2. Performance awards will be pro-rated for executive who are eligible and retire within the evaluation period, and will exclude officers' pre-retirement leave (336 hours).

6. 3. Service pay will be deducted from any performance award for inspectors or superintendents who act in a senior executive level position as prescribed in sec. 3.

6. 4. NHR-Pay Operations and the Public Service Pay Centre will process and administer payments.

References

Date Modified: 2015-11-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

EOM - ch. 2.3. Performance Management for Inspectors and Superintendents

Directive Amended: 2015-11-04

For information regarding this policy, contact Executive/Officer Development and Resourcing at [redacted]

1. Policy
2. Definitions
3. Requirement
4. Performance Agreement

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1. Policy

1. 1. This policy is based on and is to be read in conjunction with the Directive on Performance Management (2014-04-01) and the Performance Management Program for Employees established by Treasury Board of Canada Secretariat.

1. 2. The Performance Management Program is a management tool designed to link individual performance with departmental objectives.

1. 3. A performance evaluation will be conducted in accordance with the Official Language directive outlined in AM II.6.

2. Definitions

2. 1. **DC/CO** means a Deputy Commissioner, Commanding Officer, or a direct report to the Commissioner.

2. 2. **Economic increase** means a percentage increase in base pay.

2. 3. **Individual commitment** means a commitment based on the organization's priorities. Individual commitments cascade down from the commitments established for each reporting line.

2. 4. **Officer** means an employee at the rank of Inspector and Superintendent.

2. 5. **Performance Management Program** for Employees means a Treasury Board of Canada Secretariat (TBS) program that promotes a commitment shared by managers, employees, and the organization, to sustain a culture of high performance.

2. 6. **Performance measures** describe how an observer would know that the results are achieved within the fiscal year and define standards for the expected level of achievement of these results. It may also describe what characterizes levels of performance that are above/below expectations. They are established at the start of the fiscal year when commitments are established and can be adjusted during the fiscal year.

2. 7. **Succession Planning Meetings** mean annual gatherings of executive members in a division/business line, to discuss performance, development, and resourcing needs.

3. Requirement

3. 1. Regular members at the inspector and superintendent ranks who have worked at the officer ranks for a minimum of three consecutive months of the fiscal year.

3. 2. Non-commissioned officers who have acted in positions at the commissioned ranks for a minimum of three consecutive months of the fiscal year.

4. Performance Agreement

4. 1. General

4. 1. 1. A Performance Agreement (PA) is used to evaluate the achievement of results pertaining to performance commitments, for the Performance Management Program. A performance agreement will be developed, using the Performance Agreement template, form 3770, for employees who fall under sec. 3.1. and 3.2.:

4. 1. 1. 1. in the first quarter of the new fiscal year; or

4. 1. 1. 2. upon appointment to the commissioned rank.

4. 1. 2. Unless specified differently in the secondment agreement, the host agency is required to submit a performance agreement to the home unit for commissioned officers who are seconded outside of the RCMP, using the host's assessment form.

4. 1. 3. In the event that the performance evaluation is not completed by the host agency, the secondee's home unit is responsible for completing a performance agreement indicating that the employee is on secondment and the rationale why an evaluation is not possible at this time.

4. 1. 4. The host agency will provide a copy of the secondee's performance agreement to the appropriate RCMP home unit.

4. 2. Mid-Year Review

4. 2. 1. The mid-year review is an evaluation of an inspector or superintendent's achievement to date, pertaining to the commitments established in the PA at the beginning of the fiscal year.

4. 2. 2. The mid-year review is to be completed at the end of the second quarter of the fiscal year.

4. 3. End of Year Review

4. 3. 1. At the end of the fiscal year, the inspector's or superintendent's supervisor must evaluate the inspector's or superintendent's achievements for the performance cycle, against the commitments established in the PA.

4. 3. 2. The end of year review is completed at the end of the fourth quarter of the fiscal year.

4. 4. Roles and Responsibilities

4. 4. 1. Inspectors, superintendents, and non-commissioned officers acting for three consecutive months will:

4. 4. 1. 1. draft a performance agreement at the beginning of the fiscal year, based on the business line senior executive commitments;

4. 4. 1. 2. submit it to his/her manager for review and approval at the beginning, mid-year, and end of year of the performance cycle;

4. 4. 1. 3. meet with his/her manager to discuss achievements; and

4. 4. 1. 4. provide examples of results, if required.

4. 4. 2. The manager will:

4. 4. 2. 1. review, verify, and/or modify an officer's performance agreement;

4. 4. 2. 2. meet with officer to discuss expectations and/or achievements and approve the performance agreement, at specific times during the performance cycle;

4. 4. 2. 3. take immediate corrective action when performance is at an unacceptable level;

4. 4. 2. 4. meet with officer to discuss and provide feedback; and

4. 4. 2. 5. review and align the learning plan based on feedback, when required.

4. 4. 3. The DC/CO will:

4. 4. 3. 1. ensure compliance for completion of annual evaluations; and

4. 4. 3. 2. bring forward information and/or performance improvement strategies to the annual succession planning meeting.

4. 4. 4. E/ODR will:

4. 4. 4. 1. monitor, maintain, and evaluate the performance management program and the associated forms;

4. 4. 4. 2. disseminate information regarding performance agreements;

4. 4. 4. 3. review performance agreements for completeness and accuracy;

4. 4. 4. 4. conduct any necessary follow up; and

4. 4. 4. 5. update HRMIS records.

References

Date Modified: 2015-11-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

EOM - ch. 2.5. Talent Management of Officers and Executives

New Policy: 2020-02-21

For information regarding this policy, contact Executive/Officer Development and Resourcing.

1. Policy
2. Definitions
3. Talent Management Questionnaire
4. Roles and Responsibilities

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1. Policy

1. 1. This policy is based on and is to be read in conjunction with the Treasury Board of Canada Secretariat's Executive Talent Management Framework.

1. 2. The Talent Management Program is a management tool designed to support the ongoing development and retention of officers and executives while supporting current and future departmental business and operational goals.

1. 3. The Commissioner is accountable and responsible for all aspects of people management within their organization, including the talent management (TM) of officers and executives.

2. Definitions

2. 1. **Deputy commissioner/commanding officer**. Refer to the definition in EOM ch. 2.3., Performance Management for Inspectors and Superintendents, sec. 2.1.

2. 2. **Executive**, for the purposes of this policy, means all regular members at the chief superintendent and assistant commissioner level 1 ranks, as well as civilian members and public service executives at the EX-01 to EX-05 levels.

2. 3. **Officer**. Refer to the definition in EOM ch. 2.3., sec. 2.4.

2. 4. **Talent Management Questionnaire (TMQ)** means an annual online questionnaire that is used to collect data to help officers and executives manage their careers by allowing them to review their accomplishments, aspirations, and planned learning in one integrated application.

3. Talent Management Questionnaire

3. 1. The information collected in a talent management questionnaire (TMQ) provides the required data for research and analysis to support strategic planning for organizations and the broader public service.

3. 1. 1. The data that is collected also flows into senior management discussions at the departmental level, facilitating greater awareness of officer and executive talent.

3. 2. A TMQ is used to facilitate succession planning meeting discussions and allows for a case-by-case review of:

3. 2. 1. competencies,

3. 2. 2. core values,

3. 2. 3. interpersonal skills,

3. 2. 4. willingness to increase responsibilities,

3. 2. 5. headquarters experience,

3. 2. 6. second language, and

3. 2. 7. mobility.

3. 3. A TMQ will be developed annually for all employees who occupy an officer or executive position substantively.

EXCEPTIONS:

1. An officer or executive who has retired or has been discharged.

2. An officer or executive on leave.

3. 4. It is mandatory for officers, as well as regular and civilian member executives, to complete a TMQ using the Automated Talent Management Tool in the Human Resource Management Information System (HRMIS).

3. 5. It is mandatory for all public service executives to complete a TMQ using the Executive Talent Management System.

3. 6. A TMQ will be conducted as per AM ch. II.6., Official Languages.

3. 7. A TMQ must be completed before the end of the fourth quarter of the fiscal year.

3. 8. The TM placement will be communicated to the officer or executive by their deputy commissioner/commanding officer or delegate, and will be confirmed in writing by Executive/Officer Development and Resourcing.

4. Roles and Responsibilities

4. 1. Officer or Executive

4. 1. 1. Take ownership of your career, including communicating your interests and the personal circumstances affecting your career, development, and/or performance to your manager.

4. 1. 2. Communicate with your manager on an ongoing basis regarding your performance agreement (PA), TM, and learning plan (LP) needs.

EXCEPTION: Public service executives must initiate their TMQ in the Executive Talent Management System.

4. 2. Manager

4. 2. 1. Maintain open communication with your officers and executives throughout the year to discuss their PAs, TMs and LPs.

4. 2. 2. For each officer and executive, complete:

4. 2. 2. 1. a PA as per EOM ch. 2.3.;

4. 2. 2. 2. a TMQ; and

4. 2. 2. 3. an LP based on performance results and TM placement.

4. 2. 3. Review the PA, TM, and LP on an ongoing basis with each officer and executive throughout the fiscal year.

4. 3. Deputy Commissioner or Commanding Officer

4. 3. 1. Ensure compliance with the completion of TMQs.

4. 3. 2. Assign, validate, and approve TM placement for officers and executives under your responsibility.

4. 3. 3. Participate in succession planning meetings.

4. 3. 4. Identify critical positions and vacancies under your responsibility.

4. 3. 5. Encourage and support officers and executives under your responsibility for developmental opportunities and learning.

4. 4. Executive/Officer Development and Resourcing

4. 4. 1. Develop TM processes and supporting tools and documents.

4. 4. 2. Manage and provide TM placement, when applicable, to the senior executive committee to facilitate succession planning discussions across the organization.

4. 4. 3. Establish the TM cycle.

4. 4. 4. Support users with the appropriate systems.

4. 4. 5. Review TMQs for completeness and accuracy.

4. 4. 6. Conduct necessary follow-ups with the deputy commissioner or commanding officer.

4. 4. 7. Advise officers and executives of their TM placement in writing.

4. 4. 8. Participate and/or assist in succession planning meetings.

4. 4. 9. Advise and provide guidance to officers and executives regarding developmental opportunities and learning.

References

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