



ONTARIO POLICE COLLEGE

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www.opconline.ca

Ministry of Community Safety
and Correctional Services

Ontario Police College
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Ministère de la Sécurité communautaire et des
Services correctionnels

Collège de police de l'Ontario
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MESSAGE FROM THE DIRECTOR

Staff and Management of the Ontario Police College (OPC) are very pleased to present you with the 2008 OPC calendar of courses.

Once again OPC is offering a number of new courses in our continued effort to ensure we meet all your needs. All the programs offered are continually revised to ensure they are current, relevant and of value.

The Ontario Police College Mission, Values and Mandate statement guide all our offerings. As in the past I must extend our appreciation to all the advisory boards and committees for your invaluable input and assistance throughout the year. Your assistance is paramount in ensuring the quality of all our programs is second to none. We are proud to be ***"Your College"***.

Sincerely,

Rudy Gheysen

Rudy Gheysen
Director

MANDATE

The Ontario Police College's mandate is rooted in the *Police Services Act*, which requires the Ontario Police College to provide training to members of police services in Ontario.

MISSION STATEMENT

As a leader on the international stage of police training, the Ontario Police College commits to the continuous pursuit of business excellence while creating unique and innovative learning opportunities designed to support and ensure the delivery of police services which meet the needs of Ontario's diverse communities.

SUPPORTING VALUES

PROFESSIONALISM

We are committed to upholding high standards of professional integrity.

ACCOUNTABILITY

We are committed to responsibly managing the public resources entrusted to us and acknowledge full accountability for our stewardship.

SERVICE

We are committed to meeting the highest standards of program delivery.

INNOVATION

We encourage innovation, learning, research, and risk-management.

EMPOWERMENT

We value staff as our most important resource. We encourage the contributions of all in a climate of openness, trust, mutual respect, and shared decision-making.

PARTNERSHIP

We achieve our mission through strategic interaction with all our client groups.

ONTARIO POLICE COLLEGE MANAGEMENT TEAM

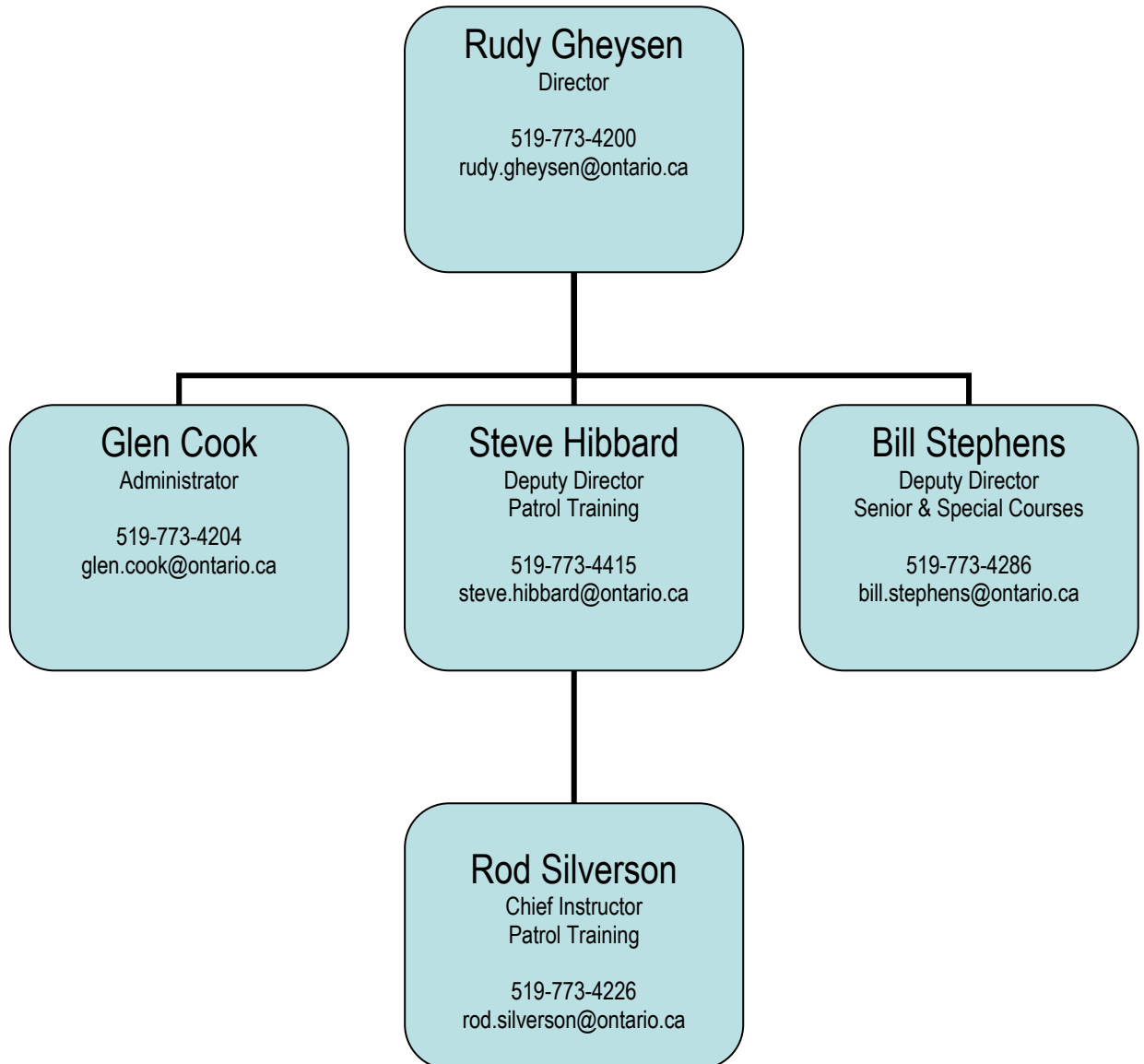


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GENERAL INFORMATION

HISTORY

The idea of creating a central police academy in Ontario was conceived by the members of the Ontario Association of Chiefs of Police in the early 1950s. In 1957, the forerunner group of the OACP, the Chief Constables' Association, agreed on a strategy to advance the formation of a compulsory police training institution for the Province. In January of 1959, the Attorney General appointed an advisory committee on police training and on July 12, 1962 announced the formal establishment of the College. Its first classes were held on January 7, 1963 in the temporary wartime training quarters of an abandoned RCAF base near Aylmer, Ontario. In 1976, the College expanded to its present facilities.

CLIENTS

Our primary clients are police and civilian members of all police services in the Province of Ontario, including municipal, regional, First Nations services and the Ontario Provincial Police. Additional clients include government personnel from a variety of provincial ministries and other law enforcement agencies. As training space is available, other domestic and international students are also accepted for training.

TRAINING VOLUME

In the year 2007 the College anticipates we will have trained approximately 11,000 students, of whom 1,338 will be police recruits. Since the college opened in 1962, almost 37,000 recruits have been training at OPC.

STAFFING

The College employs 162 full and part-time employees, including support staff and instructors. The 49 permanent instructors are supplemented by police officers from various police services, usually contracted for a two-year period. Currently, there are 49 seconded and contract instructors. Please consult the organizational chart to see specific areas of responsibility.

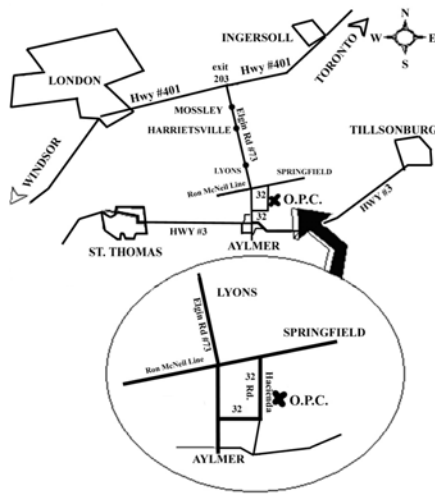
HOLIDAYS

The College will be closed for statutory holidays as listed in the table:

HOLIDAY	DAY	DATE
New Year's Day	Tuesday	January 1, 2008
Family Day	Monday	February 18, 2008
Good Friday	Friday	March 21, 2008
Easter Monday	Monday	March 24, 2008
Victoria Day	Monday	May 19, 2008
Canada Day	Monday	June 30, 2008
Civic Holiday	Monday	August 4, 2008
Labour Day	Monday	September 1, 2008
Thanksgiving Day	Monday	October 13, 2008
Remembrance Day	Monday	November 10, 2008
Christmas Day	Thursday	December 25, 2008
Boxing Day	Friday	December 26, 2008

LOCATION

The College is situated on 121.5 hectares of rural land, approximately 5 kilometers northeast of the town of Aylmer and 190 kilometers west of Toronto.



By Air:

London International Airport (approximately 40 minutes by car)

Toronto's Pearson International Airport (approximately 2 hours by car)

By Car:

Take Highway 401 to Elgin Road 73 (Aylmer Exit)

Proceed south through the town of Lyons

Turn east (left) onto Ron McNeil Line

Turn south (right) onto Hacienda Rd.

Turn left onto College grounds

SERVICES AND FACILITIES

ACCOMMODATION

The College provides 549 individual student rooms, 12 apartments and 24 suites for seconded instructors.

AUDIO-VISUAL SERVICES

Responsibility for the College's telephone system, maintenance of computerized/ electronic controls at the Firing Ranges, and the in-house info channel rests with the audio-visual staff. In addition to on-going maintenance of the College's audio-visual equipment, this section ensures the availability and quality of various electronic teaching aids, produces and edits multimedia for training purposes using state-of-the-art non-linear editing technology. The A/V unit houses over 3000 police training videos, VCD's and DVD's, which are available to Police Services across the Province of Ontario.

CLASSROOMS

Thirty regular classrooms, supplemented by three portable classrooms, are available for academic instruction.

Five classrooms are dedicated to computer-based training. A communications classroom is supplied for recruit and specialist training in the use of Canadian Police Information Centre and emergency telecommunications equipment and procedures. The Forensic Identification Unit has a dedicated computer-equipped state of the art classroom. Major Case Management delivers computer-based training courses regarding proper documentation and retrieval of case information. The fourth classroom is equipped with twelve justice-networked computers for the delivery of Major Case Management training. The library has 26 computers linked to the Internet to allow students to learn and stay in touch with family. This year, a specialized computer classroom for Criminal Investigations Training was added.

A number of other classrooms are devoted to proficiency in areas such as defensive tactics, firearms and police vehicle operations. A new and growing dynamic simulation building permits more realistic training for day-to-day situations an officer will face.

The Ontario Police College has two auditoriums, a 350-seat auditorium and a 125-seat auditorium, to provide space for larger groups, and a drill hall that is used for drill practice and March Past and Review ceremonies.

FOOD SERVICES

In 2007, the Food Services staff will have prepared and served over 360,000 meals. Meals are prepared on a four-week menu rotation with a Nutrition consultant. It is based on the Canada Food Guide and a number of special dietary needs. In one year we will serve approximately 13,000 litres of fruit juice, 40,000 litres of milk, 270,000 eggs, 88,000 chicken breasts and other protein needs, over 4,000 kg of pasta. Mennill Hall, the student dining room, can seat 500 people at one time. We have two full salad bars, full cereal and juice bars and fresh fruit to help serve student needs.

HEALTH CENTRE

The Health Centre at the Ontario Police College is here to provide exemplary patient care and foster excellence in health care delivery. Health teaching to the basic recruits, senior course students and the staff is a priority as preventative medicine is the key to a healthy lifestyle. With that mission statement in mind, the nurses are able to administer immunization requirements. Some police services require several different vaccines for employment. The registered nurses are here to assist students in the management of their non-occupational/occupational illnesses and injuries. Venipunctures for blood work that are ordered by family doctors or by the physician that oversees the Health Centre, can be performed Monday through Friday. A high degree of confidentiality is always maintained. Last year, the Health Centre had a total of over 8,600 visits.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services is responsible for much of the college's information technology infrastructure including network and internet connections, 3 workgroup servers and 175 workstations, database analysis and design, helpdesk and information services, and custom software development. This keeps the college at the leading edge of innovation in its core activities of instructing, learning and research. Wireless technology is currently available in various areas of the college.

LIBRARY

The primary purpose of the library is to support the training and research needs of staff and students at the college and the sharing of information resources through inter-library loans with the police community. The library collection consists of approximately 13,800 volumes of books, law reports, government documents, over 200 journal titles, and on-line access to legal databases. Users have on-site access to the Online Public Catalog, which contains a complete book collection, selected journal articles and audio-visual materials. Twenty-six public Internet workstations are also available for use in the library.

PHYSICAL FITNESS

This unit provides officers with the physical training required to enable safe completion of the physical aspects of the job. In addition to this job specific focus, the unit organizes various programs that promote general health, fitness and wellness. Physical training facilities include a gymnasium, a 23 metre indoor swimming pool, weight training and stationary cardiovascular areas, locker and shower rooms. Outdoors facilities include: baseball diamond, a running track, tennis courts, soccer field, volleyball, and badminton courts.

POLICE VEHICLE OPERATIONS

This unit provides officers with police driver training, including instruction in safe vehicle operation, pursuit training, emergency response, collision avoidance and stopping violators on public roadways. PVO has a fleet of more than 50 training vehicles, which are maintained by three full-time mechanics. Approximately 3 km of track facilities include, flooding capabilities for skid control, ABS training and a controlled traffic light intersection.

PRINTING SERVICES

A staff of three produces recruit and senior course material, promotional study guides, examinations, office forms and numerous other documents. In 2007 the print shop will have produced over 6 million images, most of the material in book form, totaling over 140,000 volumes.

PROMOTIONAL EXAMINATIONS

Ontario Police College Promotional Examinations are offered at three levels (Constable to Sergeant, Sergeant to Staff Sergeant, and Staff Sergeant to Inspector) to compliment police services' internal promotional processes. The written examinations (all multiple choice) are designed to assess a candidate's knowledge in the areas of Community Policing, Supervision and Management, Provincial and Federal Law. The 2008 examinations will be held on Sunday, March 30, 2008 at various locations across the province. For further information, check with your police service contact person or visit the OPC website at www.opconline.ca (select Resources/Promotional Exams/2008).

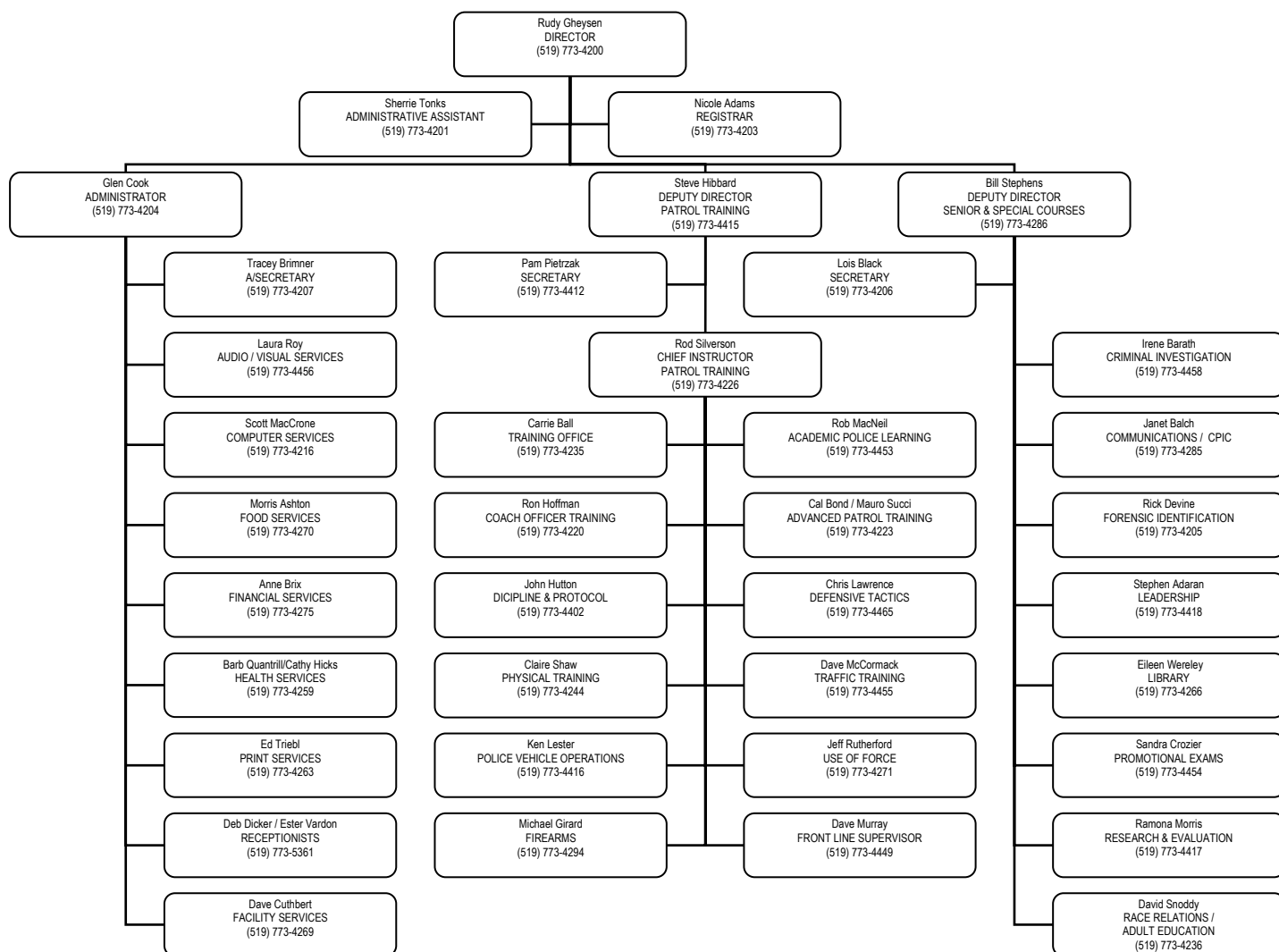
RESEARCH AND EVALUATION UNIT

The Research and Evaluation Unit provides research and evaluation support to the College and the police community in Ontario in a number of areas including; curriculum design, program evaluation, policing practice, human resources, public policy, leadership and race relations. The services and information provided by the full-time social science researchers helps OPC, municipal police services, and the Ontario Provincial Police address the broad spectrum of training as it relates to ensuring effective and efficient policing.

USE OF FORCE FACILITIES

The indoor use-of-force complex houses defensive tactics practice rooms, classrooms, four use-of-force judgment simulators, and a 16-booth firing range. There is also a 16-booth outdoor firing range.

ORGANIZATIONAL CHART



PATROL TRAINING

Staff Member	Phone Number	e-mail
Rod Silverson Chief Instructor, Patrol Training	519 773 4226	rod.silverson@ontario.ca

BASIC CONSTABLE TRAINING

Rob MacNeil Academic Police Learning, Team Leader	519 773 4453	robert.macneil@ontario.ca
Ken Lester Police Vehicle Operations, Team Leader	519 773 4416	kenneth.lester@ontario.ca
Jeff Rutherford Use of Force, Team Leader	519 773 4271	jeff.rutherford@ontario.ca
Chris Lawrence Defensive Tactics, Team Leader	519 773 4465	chris.lawrence@ontario.ca
Claire Shaw Physical Training, Team Leader	519 773 4244	claire.shaw@ontario.ca
Michael Girard Firearms Training, Team Leader	519 773 4294	michael.girard@ontario.ca
John Hutton Protocol/Drill Officer	519 773 4402	john.a.hutton@ontario.ca

PATROL TRAINING

Cal Bond Advanced Patrol Training, Team Leader	519 773 4223	cal.bond@ontario.ca
Mauro Succi Advanced Patrol Training	519 773 4238	mauro.succi@ontario.ca
Ron Hoffman Coach Officer	519 773 4220	ron.hoffman@ontario.ca
David Murray Front Line Supervisor, Team Leader	519 773 4449	david.murray@ontario.ca
Phil Hutchin Front Line Supervisor	519 773 4232	phil.hutchin@ontario.ca
Dave McCormack Traffic Training	519 773 4455	dave.mccormack@ontario.ca

Basic Constable Training

This program is designed to provide candidates with a sound knowledge of the laws and procedures that front-line officers are required to apply in the performance of their duties. Particular emphasis is placed on the core functions of police services as found in section 4(2) of the *Police Services Act*:

- Crime Prevention
- Law Enforcement
- Assistance to victims of crime
- Public order maintenance
- Emergency response

Essential skills and attitudes are developed through simulation exercises, classroom discussion and case studies.

TOPICS

- Anti-racism
- Community policing
- Defensive tactics
- Domestic violence
- Drill
- Ethics
- Federal statutes
- Firearms
- Physical fitness
- Police vehicle operations
- Provincial statutes
- Tactical communications
- Use of force

PRE-REQUISITES

Must be a member of a police force as defined in s. 2 of the *Police Services Act* (PSA); a police cadet as defined in section 51 of the PSA; or a First Nations Constable appointed under s. 54(1) of the PSA. The student must possess a valid "G" Class License. The Director may allocate positions to other agencies or ministries, where resources permit, and on terms acceptable to the Director.

Note: S.44 (4) of the *Police Services Act* sets out exemptions to requirements for completion of the BCT program.

CERTIFICATION

Diploma upon successful completion.

PRACTICAL TRAINING

Students not successfully completing any of the following subject areas, must be re-examined/tested at the request of the police service within 6 months unless special consideration is obtained from the Director.

Defensive Tactics:

Students must meet standard in a series of tests.

Firearms:

Students must meet standard in a series of tests. Tests will include judgment and proficiency.

Police Vehicle Operations:

Students must meet standard in a series of practical tests and must obtain a final mark of 75% on a written examination.

Police Physical Fitness:

Students must achieve a "meets standard" level rating on the Physical Readiness Evaluation for Police (PREP) test.

MISCELLANEOUS NOTES

All components of the basic constable course are essential for the initial development of a police officer. Therefore, after 10 training days of non-participation, the training continuum is jeopardized to the extent that the College may return the student to the respective police service.

Pre-course material contains a list of dress, textbook and equipment requirements, personal items and a general information sheet for each candidate.

APPLIED POLICE LEARNING

Students must complete a series of cumulative written tests and final examinations. A mark of 75% per subject is required. In order to rewrite, students cannot fail more than two academic subjects. Students are allowed one opportunity to rewrite each of the two failed subjects within six months at the request of the police service.

DRESS

Basic constable students are required to attend the college with a full uniform issue suitable for wearing in the classroom, indoor and outdoor range, police vehicle operations and on parade.

FEES/DURATION

\$7,500 60 training days

COURSE DATES

Jan 9– Apr 4, 2008

May 7 – Jul 31, 2008

Sep 3 – Nov 27, 2008

Advanced Patrol Training Course

APT refresher-training course for police officers engaged in general patrol duties. There are two components to the course: legal updates and current issues. The course is student centered with heavy emphasis on adult learning principles.

The Advanced Patrol Training course is now offered in three formats:

- The traditional OPC in-house program is designed as a five-day course incorporating mandatory and elective modules.
- The outreach program is sufficiently flexible to be delivered in modular format to meet the needs of individual services. Police services may apply to have their police service designated as an APT site. (see protocol for procedures). Host sites are encouraged to make spaces available to neighboring police agencies. It is the responsibility of individual police services to make their own arrangements.
- The OPC through a partnership with CPKN is offering APT in a blended format incorporating an E-learning component with a classroom component. Once the E-learning is completed, students will be required to complete a one-day top-up session at OPC or an APT designated police service site.

TOPICS	ASSESSMENT STANDARDS	COURSE DATES/LOCATION	
<i>Mandatory modules</i>	Full attendance is mandatory due to the compact nature of the course.	Apr 7 - 11, 2008	OPC
▪ Arrest		Dec 1 – 5, 2008	OPC
▪ Criminal Offences	Depending upon the delivery format selected, a final grade will be based upon a closed book test in combination with a grade for participation.	<i>BLENDED DELIVERY/LOCATION</i>	
▪ Domestic Violence		Mar 4, 2008	OPC
▪ Drugs		Apr 15, 2008	OPC
▪ Investigative Detention		Sep 3, 2008	OPC
▪ Law on Drinking & Driving			
▪ Provincial Statutes			
▪ Search and Seizure Without Warrant	<i>DRESS</i>		
<i>Electives</i>	Uniform or court attire		
▪ Biker Enforcement Unit		<i>POLICE SERVICE DELIVERED</i>	
▪ Crime Scene Protection	<i>MISCELLANEOUS NOTES</i>	Amherstburg	Niagara Regional
▪ Drug Lab Detection	Contact host site for information on equipment required.	Barrie	North Bay
▪ Federal Parole Violators		Belleville	O.P.P.
▪ Fraud		Brantford	Ottawa
▪ Organized Crimes		Chatham-Kent	Owen Sound
▪ Interviewing Techniques		CFB	Peel Regional
▪ Law on Interviewing	<i>CERTIFICATION</i>	Cornwall	Petawawa
▪ Mental Illness	Certificate will be issued upon successful completion of course requirements.	Durham Regional	Peterborough/Lakefield
▪ Missing Persons Search		Greater Sudbury	Sarnia
▪ Notebooks	Blended Training Delivery:	Guelph	South Simcoe
▪ Officer Safety	To receive the OPC certificate, participants will need to complete a one-day session at OPC, or in service for review and testing.	Halton Regional	Stratford
▪ Search with Warrant		Hamilton	Timmins
▪ Tactical Communication		Kenora	Thunder Bay
▪ Traffic Law	<i>FEES/DURATION</i>	Kingston	Waterloo Regional
▪ Use of Force	\$450 5 days of training	LaSalle	Windsor
▪ Weapons	\$40 Police Service Delivered Training	Leamington	York Regional
▪ Provincial Weapons Unit		London	
<i>PRE-REQUISITES</i>			
Sworn peace officers			
<i>CLASS SIZE</i>			
24 participants			

Coach Officer Training Course

A coach officer's job is to assist the newly graduated recruit apply the knowledge and skills acquired during basic constable training to the reality of policing the streets of the province. The primary function of coaching is to improve the performance of specific duties assigned to front line police officer trainees. The 3-day Ontario Police College Coach Officer Training course (COT) provides the necessary tools to achieve this goal.

Recognizing that new officers need to know information unique to their jurisdictions, the Ontario Police College encourages an outreach delivery format. College staff is available to assist police service trainers in adapting the program to meet their individual needs.

Train-the-trainer positions are available as understudy candidates on this course.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Introduction & Overview - Coaching Skills - how adults learn - how to develop a learning plan - how to identify performance issues - how to give feedback - how to develop remedial plans to assist trainees improve performance - how to assist trainees in areas that include assertiveness & confidence building, multi-tasking, appropriate use of discretion, etc. - Introduction to leadership - Legal Issues/BCT updates - Diversity issues (race, gender, sexual orientation) - Evaluating training performance - In-service training issues	End of course exam.	\$325	3 days of training
		\$ 40	police service delivered training
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate will be issued upon successful completion of course requirements.	Mar 25 – 27, 2008	OPC
	DRESS	POLICE SERVICE DELIVERED	
Uniform or court attire	MISCELLANEOUS NOTES	Barrie	Ottawa
	Contact coordinator for details on police service delivered courses.	Brantford	Peel Regional
		Chatham-Kent	Peterborough/Lakefield
		Cornwall	Sarnia
		Durham Regional	Sault Ste. Marie
PRE-REQUISITES		Greater Sudbury	South Simcoe
This course is open to all police service members assigned, or to be assigned, as coach officers for their police service.		Guelph	Stratford
		Halton Regional	Thunder Bay
		Hamilton	Timmins
		London	Toronto
		Niagara Regional	Waterloo Regional
CLASS SIZE		O.P.P.	Windsor
24 participants			York Regional

Collision Reconstruction – Level IV

This course is designed for experienced police officers currently certified as Technical Collision Investigators - Level III. The course will include controlled motor vehicle collisions designed to give every student direct first hand experience in proving the accuracy of collision investigation equations taught throughout the course. It is also imperative that course graduates be able to give expert testimony in court. Enrollment will be limited and students will be selected on the basis of collision investigation experience and prior training.

TOPICS	CLASS SIZE	EQUIPMENT REQUIRED
- Airborne Equations - Conservation of Momentum - Vector Sum Analysis - Damage Profiles and Analysis - Airbag Deployment - Anti-Lock Braking System - Event Data Recorders - Commercial Vehicle Dynamics - Commercial Vehicle Rollovers and Braking Percentage - Pedestrian Collisions - Motorcycle Collisions - Occupant Kinematics - Case Studies - Report Writing and Presentations	24 participants ASSESSMENT STANDARDS Assigned multiple projects, mid course and final examinations, and a comprehensive post course assignment. CERTIFICATION Certificate will be issued upon successful completion of course requirements.	Scientific calculator Laptop computer is optional FEES/DURATION \$1,565 15 days of training COURSE DATES/LOCATION Apr 7 – 25, 2008 OPC
PRE-REQUISITES	DRESS	
Documentation for the following will be required with application: - Technical Collision Investigation – Level III certificate eg: CPC, OPP, Toronto - Autosketch or some other form of AutoCAD training	Uniform or court attire, seasonal attire for outdoor practical training. MISCELLANEOUS NOTES The program contains extensive project work, during the class day and after hours. Full attendance is mandatory.	

Crash Zone Drawing Course

The Crash Zone Drawing course is a computerized crime scene drawing course. Collision or crime scene investigators are required to identify all evidence factors and events which occurred. In order to assist the court, a scale diagram can be produced to visualize the collision or crime scene and related evidence.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
- Overview of Program Work Environment - All Chiefs-Drawing Basic Objects - All Chiefs- Easy Intersection, Street and Easy Builder Functions - Manual and Electronic Measurement Data Input - Use of Symbols and Symbol Library - Use of Layers and Templates - Using 3D Tools - Symbols and Surfaces - Animations and Print Functions	Students are assessed by written examination and demonstrated performance. CERTIFICATION A certificate will be issued upon successful completion of course requirements. CLASS SIZE 15 participants	Having knowledge of Microsoft Windows® will keep the class at a productive pace. FEES/DURATION \$515 3 days of training COURSE DATES/LOCATION Dec 8 – 10, 2008 OPC
PRE-REQUISITES	DRESS	
Technical Collision Investigation Level III. Computer knowledge and skills.	Uniform or court attire and appropriate clothing for crime scene examinations.	

Front Line Supervisor Course

The Front Line Supervisor (FLS) course has been developed for those officers becoming Sergeants or those who have been in the rank less than one year. The focus of the course is on Basic Operations Management and Leadership topics pertaining to the role of Patrol Sergeant in preparation for their new challenges and responsibilities. The leading edge two week course profiles the most promising concepts, tools, and techniques used today in outstanding organizations.

The FLS course is primarily delivered by dynamic OPC instructors who will renew your energy and commitment to the success of your police service. Welcome to a fresh perspective, new ideas, unrivaled customer service, and an excellent learning environment!

TOPICS	PRE-REQUISITES	CERTIFICATION
- Transition to Leadership - Leadership Assessment - Leadership - Self-Management skills for supervisors - Critical Incident Supervision - Adequacy Standards - Diversity Issues - Coaching - Performance Management - Traffic - Arrest and Release - Transfer of Learning - Strategies for Leading Change - Teambuilding - Crime Scene Supervision - Pursuit Supervision - Special Investigations Unit (SIU) - Domestic Violence - Sexual assault - Organizational Skills - Provincial Law - Ethics - Conflict Management	There are no course prerequisites. Candidates for this course include: Anyone moving to the rank of sergeant with a primary responsibility for uniform patrol. This course is designed for new sergeants with less than one year in the rank, or constables moving to the rank of sergeant. Civilian supervisors are not excluded from the course but the focus of the course is on uniform patrol issues.	Certificate upon successful completion
		FEES/DURATION
		\$940 10 days of training \$405 partnership training
		COURSE DATES/LOCATION
		Jan 14 – 25, 2008 OPC Feb 11 – 22, 2008* York Mar 3 – 14, 2008 Peel Apr 14 – 25, 2008 OPC May 5 – 16, 2008 Windsor Jun 9 – 20, 2008 Niagara Sep 8 – 19, 2008 Ottawa Oct 20 – 31, 2008 Hamilton Nov 10 - 21, 2008 Anishinabek Dec 1 – 12, 2008 OPC
CLASS SIZE	DRESS	
24 participants	Uniform or court attire	
	MISCELLANEOUS NOTES	
	The course is demanding and requires intensity and a keen focus during its full days. The Front Line Supervisor Course is designed to prepare new Sergeant's for their challenging role, not to prepare students for the promotional exam.	
	ASSESSMENT STANDARDS	
	Students will be assessed by completing a syndicate assignment and a final written exam.	
		*Due to Feb 18 th being a statutory holiday the date for this course may be adjusted.

Technical Collision Investigation – Level III

This course is designed for police officers who have completed the AT Scene Collision Investigation Course, and are experienced in motor vehicle collision investigations. The course commences with a review of topics taught on AT Scene – Collision Investigation Level II. Upon the completion of Level III, participants will have developed a high level of technical expertise.

TOPICS	PRE-REQUISITES	NOTES
- Terminology and Formulae Review - Scale Diagram Review - Measuring Review - Documentation Review - Field Sketches Review - Drag Factors and Grade - Systematic Collision Investigation - Physical Evidence - Introduction to Mathematics - Slide to Stop - Yaw and Critical Curve Speed - Vehicle Dynamics - Airbourne Equations - Time Distance relationships - Lamp Analysis - Tire Examination - Photography – including Night photography Techniques - Pedestrian Collisions - Human Occupant Injury Mechanisms - Crash - Motorcycle Collisions - Occupant kinematics and Restraint Systems - Human Factors - Investigative Note Taking and Surviving Cross Examination - Computer Animation - ABS/Airbag Systems - Commercial Vehicles - Swerve and Lane Changes - Drag Sled Calibration - Critical Incident and Post Traumatic Stress - Vehicle Examinations - Case Studies - Report Writing and Presentations	Completion of AT Scene Collision Investigation – Level II CLASS SIZE 24 participants ASSESSMENT STANDARDS This course contains extensive mathematical project work, and includes computer drawing projects, presentations, quizzes and a final examination. CERTIFICATION Certificate will be issued upon successful completion of course requirements. DRESS Uniform or court attire EQUIPMENT Scientific calculator and a laptop computer is optional.	The program contains extensive project work during the class day and after hours. FEES/DURATION \$1,250 15 days of training COURSE DATES/LOCATION Sep 22 – Oct 10, 2008 OPC

Traffic Supervisors Course

(replaces: Police Traffic Operations Course)

NEW

This newly designed course is a training partnership between the Ontario Traffic Conference and the Ontario Police College. It is designed to meet the needs of a Front Line Traffic Supervisor who is actively involved in operational traffic related duties. Participants will be involved in joint training sessions with Traffic Engineers from the Technical Traffic Operations Course.

TOPICS	PRE-REQUISITES	FEES/DURATION
- Equipment – Laptop computer optional. - Risk Management - Traffic concepts and operational review - Uses and applications of traffic accident data - Media / Public Marketing - Working with S.I.U. - Management of traffic Programs/Project - Incident scene management - Special event planning - Case Management - Reconstruction Program - Innovative problem solving - Workplace safety issues - Collision reports	This course is open to current and future Traffic Supervisors ASSESSMENT STANDARDS Students will be required to write a final exam. CERTIFICATION Certificate will be issued upon successful completion of course. DRESS Uniform or court attire CLASS SIZE 24 participants MISCELLANEOUS NOTES Students are required to bring their Service Traffic Management plan and a successful Traffic Program.	\$600. This fee payable to the OTC. Fee includes accommodation and meals for 5 days of training, plus the OTC registration fee. The Ontario Traffic Conference 20 Carlton Street, Suite 121 Toronto, On M5B 2H5 Tel: (416) 598-4138 Fax: (416) 598-0449 Students are required to register directly with OPC but, fees will be paid to the OTC. COURSE DATES/LOCATION Apr 7 – 11, 2008 OPC

SENIOR AND SPECIAL TRAINING

COMMUNICATION / CPIC TRAINING UNIT

This unit provides training for Canadian Police Information Centre (CPIC) operators, police communicators and Category II & III agencies. Our training is designed to meet the changing needs of police communicators and police communications trainers.

Staff Member	Phone Number	e-mail
Janet Balch Team Leader	519 773 4285	janet.balch@ontario.ca
Shelley Prout	519 773 4213	shelley.prout@ontario.ca

Advanced Communications Techniques Course

This course will focus on communications issues that are of interest and value to communicators, front desk personnel, complaint takers and/or supervisors.

TOPICS	CERTIFICATION	FEES/DURATION
▪ Court procedures/legal issues** ▪ Critical incident stress ▪ Dynamics of victimization** ▪ Quality service** ▪ Stress management** ▪ Suicidal / <i>M.H.A.</i> Issues** ▪ Advanced communication techniques**	Certificate of attendance will be issued upon successful completion of course.	\$190 2 days of training \$ 75 Satellite courses
	MISCELLANEOUS NOTES	COURSE DATES/LOCATION
**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.	This course can be delivered on an outreach basis in any suitably equipped training facility.	Jan 9 - 10, 2008 OPC Mar 18 - 19, 2008 OPC
	DRESS	
PRE-REQUISITES	Uniform or court attire	
Minimum of one (1) year experience working in the communications field including front desk personnel.		
CLASS SIZE		
40 participants		

Communications Centre Supervisor Course

The Communications Centre Supervisor Course, has been developed for those members who are or will be communications supervisors. The focus of this course is on management and leadership topics pertaining to the role of communication supervisors and their challenges and responsibilities.

Participants will sharpen their critical thinking skills and develop action plans to increase leadership effectiveness by exposure to what people expect of leaders. They will demonstrate the leadership roles of strategist, change agent, coach, manager, communicator, mentor and team members. The learner will discover how to develop a personal and unique leadership style for maximum input.

Course objectives will be met through various learning activities such as lecture, role play, syndicate work, videos, and personal assessments.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Management Process - Transition to Supervision - Leadership - Adequacy Standards - Diversity - Conflict Resolution - Ethics - Performance Management - Developing Functional Teams - Organizations Skills - Wellness and Stress Management	Students will be assessed by class participation, a group project, and a series of written tests.	\$1,135 10 days of training.
	CERTIFICATION	CLASS SIZE
	Certificate upon successful completion.	21 participants.
	DRESS	COURSE DATES/LOCATION
	Uniform or court attire	May 20 - 30, 2008 OPC
		Jul 7 - 18, 2008 OPC
PRE-REQUISITES	MISCELLANEOUS NOTES	
There are no course pre-requisites.		
Sworn police officers will not be excluded from this course but the focus is on civilian communication supervisors.	This course is demanding and requires intensity and a keen sense of focus during its' full days.	

CPIC Advanced Course

(This course replaces the former Intermediate CPIC and Records/Advanced CPIC courses.)

This course is designed to enhance the efficiency and knowledge of CPIC personnel. Lectures are supported with hands-on exercises and demonstrations.

TOPICS	CLASS SIZE	FEES/DURATION	
• Role of OACIS, Ontario Advisory Committee Information Systems • Security, confidentiality and misuse of CPIC** • System audit, validation and entry verification processes • Offline searches for CPIC** • A.C.U.P.I.E.S. queries and message functions** • Freedom of Information • P.A.R.I.S. system** • Provincial and zone alerts • Disclosure and court** • Youth criminal justice records • Criminal records management • Suspension control records • Stress management** • Off-line searches for P.A.R.I.S. • Sex Offender Registry	16 participants	\$605 5 days of training	
	ASSESSMENT STANDARDS	COURSE DATES/LOCATION	
	Students will be assessed by a written final examination, instructional evaluation of exercises, and participation.	Jan 28 – Feb 1, 2008	OPC
		Apr 28 – May 2, 2008	OPC
	CERTIFICATION		
	Certificate and evaluation will be issued upon successful completion of course requirements.		
	DRESS		
	Uniform or court attire		
PRE-REQUISITES			
Must have successfully completed a CPIC Terminal Operator Course and have a minimum of three years CPIC experience. Supervisors and/or validators should consider this course presentation.			

CPIC Query/Narrative Course

This course is designed to enhance the efficiency and knowledge of the police communicator and/or approved Category II or III agencies in the use of CPIC query and narrative features only. This course does not deal with CPIC maintenance feature capabilities.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
• Introduction to CPIC • A.C.U.P.I.E.S.** • CPIC queries and understanding responses from all databanks** • Definition of Category II & III and access conditions • Narrative traffic messages** • CPIC Reference manual • CPIC National directory • Police automated registration Information System (PARIS)** • Role of OACIS and National Advisory • Security, confidentiality and misuse of CPIC** • Off-line searches (CPIC and P.A.R.I.S.)**	Students will be assessed by a written final examination, instructional evaluation of exercises, and participation.	\$425 3 days of training	
	CERTIFICATION	COURSE DATES/LOCATION	
		Jul 22 – 24, 2008	OPC
	Certificate and evaluation will be issued upon successful completion of course requirements.	Dec 9 – 11, 2008	OPC
	CLASS SIZE		
	12 participants		
	DRESS		
PRE-REQUISITES	Uniform or court attire		
Support staff/communicator of a Police Service (Category I) and/or employees of an approved agency (Category II or III). <u>Not</u> for CPIC maintenance personnel.	MISCELLANEOUS NOTES		
Candidates must have security clearance as outlined in the CPIC Reference manual.	**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.		

CPIC Terminal Operator Course

This course is designed to increase the efficiency and knowledge of personnel responsible for all CPIC related functions of their service, (i.e. query and maintenance functions). Lectures are supported with hands-on exercises throughout the program.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
▪ Introduction to CPIC Reference Manual ▪ CPIC National Directory ▪ CPIC Terminal operations** ▪ CPIC Data banks** ▪ Investigative ▪ Identification ▪ Intelligence ▪ Ancillary ▪ System security and confidentiality ** ▪ Security, confidentiality and misuse of CPIC** ▪ CPIC queries and maintenance ** (add, modify, remove and narrative traffic features) ▪ Off-line searches** ▪ P.A.R.I.S. application/retrieval** ▪ A.C.U.P.I.E.S. application/ retrieval** ▪ Role of OACIS and National Advisory Committees	Students will be assessed by practical exercises, tests and a final written examination.	\$975 9 days of training
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate and evaluation will be issued upon successful completion of course requirements.	Police services using CPIC Web 3.0 with Vintage format: Apr 7 - 17, 2008 OPC Oct 6 - 17, 2008 OPC
	DRESS	Police services using CPIC Web 3.0 with Core Concept Maintenance capabilities:
	Uniform or court attire	Sep 2 - 12, 2008 OPC
	CLASS SIZE	
	12 participants	
PRE-REQUISITES	MISCELLANEOUS NOTES	
Support staff of a Category I agency with a minimum of three months CPIC experience, or Category II (A) agency with maintenance authority. Newly appointed supervisors of a Category I agency or auditors should consider this course presentation. Candidates must have security clearance as outlined in the CPIC Reference Manual.	**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.	

CPIC Web 3.0 Train the Trainer

CPIC Phase III (CPIC Web 3.0) was deployed November 25th, 2006.

This training will be of interest to all agencies that perform CPIC maintenance through either a direct-connect **or** interface (ie. Niche or Versaterm).

To facilitate training within your agency, this training will be offered several times throughout 2008 to accommodate agencies as they upgrade. The individual designated as a trainer, should attend this training before the implementation of the new functionality with your interface or direct-connect device.

TOPICS	CLASS SIZE	ASSESSMENT STANDARDS	
▪ Introduction to CPIC Web 3.0 ▪ CPIC Web 3.0 maintenance transactions ▪ Vehicle File enhancements ▪ Persons File enhancements ▪ Persons Core records ▪ Marine File enhancements ▪ Property File enhancements ▪ Cross referencing enhancements ▪ CPIC Web 3.0. Training Tips	16 students	Full attendance	
	MISCELLANEOUS NOTES	FEES/DURATION	
	Only for those agencies that have full CPIC 3.0 maintenance functionality.	\$425 3 days of training \$175 Satellite training	
	CERTIFICATION	COURSE DATES/LOCATION	
PRE-REQUISITES	Certificate of attendance for this course will be issued upon completion of the course.	TBD	OPC
Students <u>must</u> have completed the CPIC 2.5 workbook and the CPIC 3.0 Query workbook.		Dec 2 – 4, 2008	OPC
DRESS			
Uniform or court attire			

CRIMINAL INVESTIGATION TRAINING

Today's criminal investigator is faced with increasingly complex and cumbersome investigations. The Criminal Investigation Training Unit of the Ontario Police College is committed to providing the knowledge, skills and abilities required to successfully complete these investigations. Instructors design and deliver training that is highlighted by subject matter experts and scenario based applications. Learners are provided opportunities to demonstrate the specialized competencies required in the following criminal disciplines.

- Clandestine Laboratories Investigation
- Clandestine Laboratories Investigation Re-Certification
- Drug Investigation
- Fraud Investigation
- General Investigation Training
- Hazardous Environment Recognition (HERT)
- Homicide Investigation
- Internet Child Exploitation
- Investigating Offences Against Children
- Investigative Interviewing Techniques
- Ontario Major Case Management Software
- Ontario Major Case Management – Principles & Practices
- Search Warrant
- Sexual Assault Investigation
- Site Safety Supervisor

Staff Member	Phone Number	e-mail
Irene Barath Team Leader	519 773 4458	irene.barath@ontario.ca
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Clandestine Laboratories Investigation Course

The Clandestine Laboratories Investigation Course is designed to meet the needs of an experienced drug officer who is actively conducting investigations into various types of clandestine labs.

Successful completion will ensure the officer possesses the core competencies of investigation, entry, assessment processing, dismantling and the dangers associated with clandestine labs. This course is designed as a training partnership between the Canadian Police College and the Ontario Police College to provide consistent teaching standards.

TOPICS	PRE-REQUISITES	CERTIFICATION
- History and types of Clandestine/Hydroponics labs - Investigational techniques - Search and seizure (General warrants) - Decontamination - Site safety supervisor - Law - Hydroponics laboratory investigation - Pharmacology and toxicology of chemicals - Role of the chemist - Raid planning - Practical and field exercises for hydroponics, S.C.B.A, synthesis, entry, assessment, processing, dismantling, decontamination - Improvised explosive devices - Chemical diversion program - Operational planning - Gas detection devices - Fit testing (APR & SCBA)	Successful completion of the Drug Investigation Course, at either the Canadian Police College or the Ontario Police College. The candidate must be a member of a dedicated drug enforcement unit, actively involved in the investigation of Clandestine/Hydroponic Laboratories. This is not a uniform officer's course.	Certificate and re-certification card will be issued upon successful completion of the course.
	CLASS SIZE	DRESS
	24 participants	Uniform or court attire
	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
	A post-course test will be administered and the students must meet a minimum standard of 75% The students will also be evaluated on their participation in clandestine laboratory investigation exercises including Hydroponics, Self Contained Breathing Apparatus, Decontamination Synthesis, and surreptitious entries. Full attendance on this course is mandatory.	Equipment required first day of the course is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight. Officers will not bring service pistols, ammunition or live OC spray.
		FEES/DURATION
		\$850 10 days of training
		COURSE DATES/LOCATION
		Apr 14 - 25, 2008 OPC

Clandestine Laboratories Investigation Re-Certification Course

The Clandestine Laboratories Investigation Re-Certification Course is designed to provide the candidate with the skills, knowledge and investigational techniques essential to the successful investigation of clandestine drug laboratories while wearing different forms of respiratory equipment as mandated the Canada Labor Code Part II. This course will enhance the professional approach to these types of drug investigations and ensure the health and safety of all parties while performing their duties in a hazardous workplace.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
• Introduction & Orientation • Occupational Health & Safety • Threats in a Clandestine Laboratory • Dangers in Extraction/Cannabis Operations • Clandestine Laboratory Improvised Explosive Devices • Self-Contained Breathing Apparatus (SCBA) • Negative Pressure Air Purifying Respirator • Air Monitoring/Gas Detection Devices • Decontamination • Practical Exercises (Assessment, Confined Space, Emergency Donning & Doffing of Equipment) • Fit Testing (APR & SCBA)	A post-course test will be administered and the students must meet a minimum standard of 75% The students will also be evaluated on their participation in clandestine laboratory investigation exercises including SCBA, decontamination, improvised explosive devices, air monitoring and gas detection devices. Full attendance is mandatory.	Equipment required: body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight. Officers will not bring service pistols, ammunition or live OC spray.
	CERTIFICATION	FEES/DURATION
	Re-certification card will be updated for the current year upon successful completion of the course.	\$185 2 days of training
PRE-REQUISITES	DRESS	COURSE DATES/LOCATION
Successful completion of the Clandestine Laboratories Investigations Course, at either the Canadian Police College or the Ontario Police College. The candidate must be a member of a dedicated drug enforcement unit, actively involved in the investigation of Clandestine/Hydroponic Laboratories. This is not a uniform officer's course.	Uniform or court attire. Seasonally appropriate clothing and raid gear for practical exercise work will be required.	Apr 1 - 2, 2008 OPC Aug 19 - 20, 2008 OPC Aug 26 – 27, 2008 OPC Oct 14 – 15, 2008 OPC
CLASS SIZE		
40 participants		

Drug Investigation Course

The Drug Investigation Course is designed to meet the needs of an experienced officer newly assigned to a full-time drug unit. Successful completion of this training will ensure that the officer possesses the core competencies of a drug enforcement investigator. This course is not designed to train police officers as surveillance or undercover operators.

TOPICS	CLASS SIZE	EQUIPMENT REQUIREMENTS							
• Clandestine laboratories • Controlled <i>Drugs and Substances Act</i> (CDSA) • Drug identification and effects • CDSA Warrants (Drafting Issues) • Undercover techniques • Importation techniques • Marijuana grow operations • Raid planning and execution • Search and seizure • Proceeds of crime • Vehicle stops (In class and practical) • Case law assignment • Human sources (Terms and definitions) • Human sources (Motivating factors) • Search warrants (Affidavits & informers) • Notes & note taking • Operational planning • Witness assistance & relocation • Investigative technology • Mock court (Disclosure & editing) • Expert drug witness • Bill C- 24 • Bill C- 25 • Civil remedies	24 participants ASSESSMENT STANDARDS A post-course test will be administered and students must obtain a minimum of 75%. The students will also be evaluated on their participation in a drug investigation case study exercise including: drafting CDSA/CC search warrants, execution of search warrants and execution of high internal risk vehicle stops. Attendance on this course is imperative. Any candidate missing more than four-90 minute classroom sessions during the ten days will be withdrawn from the course. CERTIFICATION Certificate will be issued upon successful completion of the course. DRESS Uniform or court attire	Current annotated Criminal Code. Body armor, raid gear (pants, shirt, jacket, boots), duty belt, and flashlight. Officers will not bring service pistols, ammunition or live OC spray. FEES/DURATION \$850 10 days of training COURSE DATES/LOCATION <table><tr><td>Feb 4 – 15, 2008</td><td>OPC</td></tr><tr><td>Sep 8 – 19, 2008</td><td>OPC</td></tr><tr><td>Nov 17 – 28, 2008</td><td>OPC</td></tr></table>		Feb 4 – 15, 2008	OPC	Sep 8 – 19, 2008	OPC	Nov 17 – 28, 2008	OPC
Feb 4 – 15, 2008	OPC								
Sep 8 – 19, 2008	OPC								
Nov 17 – 28, 2008	OPC								
PRE-REQUISITES	Successful completion of the General Investigation Training Course or equivalent core competencies as set out in the Provincial Adequacy Standards, and is a member of a dedicated drug enforcement unit. Consideration will be given to officers who are members of a dedicated Street team or crime unit. This is not a uniform officer's course.								

Fraud Investigation Course

This course is intended to develop knowledge, skills and attitudes of a general criminal investigator to prepare for a specialization in fraud investigations. The course combines a study of fraud law with practical investigative strategies.

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
<i>Law</i> ▪ Conspiracy ▪ Fraud ▪ <i>Canada Evidence Act</i> ▪ Computer crime ▪ Counterfeiting ▪ Forgery and uttering ▪ False pretences ▪ Personation ▪ Credit card	The successful completion of the course includes meeting the examination standard of 75%. The Canadian Police Research Council will also certify investigators in Crime Scenes Investigation. Attendance on this course is imperative. Any candidate missing more than four-90 minute classroom sessions during the ten days will be withdrawn from the course.	Current annotated Criminal Code
		<i>FEES/DURATION</i>
		\$850 10 days of training
		<i>COURSE DATES/LOCATION</i>
		May 5 – 16, 2008 OPC
		Jun 2 – 13, 2008 OPC
		Sep 15 – 26, 2008 OPC
<i>Investigative Procedures</i> ▪ Case management ▪ Forensic accounting ▪ Seizure of evidence (including computer and documents)* ▪ Flow charting and link analysis ▪ Credit cards ▪ Proceeds of crime ▪ Credit card workshop ▪ Counterfeit money workshop	<i>CERTIFICATION</i> Certificate will be issued upon successful completion of course requirements	
	<i>DRESS</i>	
	Uniform or court attire	
	<i>CLASS SIZE</i>	
Crime Scene Investigation is an e-learning activity developed and recognized by the Canadian Police Research council.	24 participants	
<i>PRE-REQUISITES</i>		
The General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.		

General Investigation Training Course

This course is designed to prepare police officers to conduct general criminal investigations. This course is a prerequisite to most other investigative courses.

Note: Host sites must submit their course syllabus and list of presenters with qualifications to the GIT Course Coordinator prior to the course for approval.

TOPICS	PRE-REQUISITES	ASSESSMENT STANDARDS
Core Topics - Theory of criminal investigation - Case management - Evidence (review) and notebooks - Canvassing - Crime scene security and management - Death investigation - Eye witness memory and photo line-ups - Handling of physical evidence - Informant development and handling - Media relations - Operational planning - Search and seizure with and without warrant - Victim issues, including third party records - Major case management - Case preparation (Disclosure issues) - Admissibility of statements - Cognitive interviewing - Interviewing children	Not applicable	Students must meet a 75% standard on A pre-test on criminal offences and general knowledge assessment; and two end-of-week examinations.
	DRESS	
	Uniform or court attire	Attendance on this course is imperative. Any candidate missing more that four-90 minute classroom sessions during the ten days will be withdrawn from the course.
	CLASS SIZE	
	24 participants	
	EQUIPMENT REQUIREMENTS	FEES/DURATION
	Current annotated Criminal Code	\$850 10 days of training \$ 40 Police service delivered
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate will be issued upon successful completion of course requirements.	May 5 – 16, 2008 OPC
	MISCELLANEOUS	Dec 1 – 12, 2008 OPC
Elective Topics - Investigative simulation - Investigating criminal harassment - Surviving cross-examination - CPIC for investigators - Firearms - Computer crime - Anti-terrorism awareness - Sexual assault kit	The Ontario Police College, through a partnership with the Canadian Police Knowledge Network, is expanding its delivery options for GIT. In the Spring of 2008, GIT will be available in a blended training approach, incorporating both e-learning and classroom training. This alternative approach will reduce the time officers are taken away from their assigned duties. For more information on CPKN, please see CPKN insert at the back of calendar.	POLICE SERVICE DELIVERED
	Blended Training Delivery Information will be disseminated via All Chiefs for Phase 2 of the training in 2008. Please contact your training office for information.	Amherstburg Niagara Regional Barrie North Bay Belleville O.P.P. Brantford Ottawa Chatham-Kent Owen Sound Cornwall Oxford Community Durham Reg. Peel Regional Greater Sudbury Peterborough/Lakefield Guelph Sault Ste. Marie Halton Reg. South Simcoe Hamilton Stratford Kingston Thunder Bay LaSalle Toronto Leamington Waterloo Regional London Timmins

Hazardous Environment Recognition Training Course

NEW

The Hazardous Environment Recognition Course is designed for officers assisting in the investigation of a Clandestine Laboratory. This would include but not be limited to Identification Officers, Bomb Disposal, Tactical Units, Technical officers and others as part of the overall investigation, but are not directly involved in a Drug Unit. This course will allow those officers to become familiar with and comfortable in working in Self Contained Breathing Apparatus or Air Purifying Respirators. Officers on this course will leave with an enhanced understanding of the dangers present in a Clandestine Laboratory as well as the need to work within a team setting.

TOPICS	CLASS SIZE	MISCELLANEOUS NOTES
▪ Site Safety Supervisor ▪ Self Contained Breathing Apparatus ▪ Occupational Health & Safety ▪ Air Monitoring/Gas Detection Devices ▪ Lab Procedures ▪ Function Specific Duties in a Clandestine Laboratory ▪ Clandestine Laboratory History/Types & Hazards ▪ Synthetic Labs & Marihuana Grow Operations ▪ Decontamination	24 participants ASSESSMENT STANDARDS A post-course test will be administered and the students must meet a minimum standard of 75% The students will also be evaluated on their participation in clandestine laboratory exercises including Self Contained Breathing Apparatus, Air Purifying Respirators, Decontamination, Air Monitoring, Gas Detection, Synthesis Labs, and Surreptitious Entries.	Equipment required during the week is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight. Officers will not bring service pistols, ammunition or live OC spray. FEES/DURATION \$450 5 days of training COURSE DATES/LOCATION
PRACTICAL EXERCISES	Attendance on this course is imperative. As this is training is only 5 days in length, candidates cannot miss any time. CERTIFICATION Certificate and Re-certification card will be issued upon successful completion of the course. DRESS Uniform or court attire Raid Gear	May 26 – 30, 2008 OPC Jun 16 – 20, 2008 OPC Sep 29 – Oct 3, 2008 OPC
PRE-REQUISITES	The candidate must be full time member of a support team to a drug unit who may be required to enter into a Clandestine Laboratory environment, as part of an overall drug investigation. This is not a general uniform patrol officer course.	

Homicide Investigation Course

This course is designed for police officers whose area of responsibility includes the investigation of homicides. The Policing Standards Manual (2000) LE-039 require “Chiefs of Police to develop and maintain procedures and processes for undertaking and managing investigations into homicides and attempted murders”. This training will provide these officers with necessary knowledge, skills and abilities to adequately handle the complexities and demands of homicide investigations

TOPICS	PRE-REQUISITES	DRESS
- Philosophy of the Homicide Investigator - Offences Relating to Homicide - Defenses Relating to Homicide - Search (including DNA warrants) - Legal Issues - Informants, Agents and Witness Assistance & Relocation Program - Indoor and Outdoor Crime Scenes - Demonstrations - Direction and Protocols Regarding Death Investigations; Office of the Chief Coroner for the Province of Ontario - Mechanisms of Death, Forensic Pathology Examination Processes Office of Forensic Pathology for the Province of Ontario - Handling, Submission and Examination of Exhibits; Centre of Forensic Science - Profiling and Scene Analysis - Behavioral Sciences Section, Ontario Provincial Police - Multi-disciplinary Conferencing - Entomology - Recovery of Remains - Team Dynamics/Leadership	Completed a minimum of one of the senior investigative courses; - GIT (General Investigative Training), - Sexual Assault Investigation. Or Crown Attorneys from the Ministry of the Attorney General who are responsible for the prosecution of Homicide cases.	Uniform or court attire
	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
	A post-course test will be administered and students must obtain of 75%. Attendance on this course is imperative. Any candidate missing more than four 90 minutes classroom sessions during the ten days of this course will be withdrawn.	Recommendation: familiarization of the OMCM model by reading the manual. Candidates may be required to attend scheduled sessions outside the normal classroom times (830h – 1630h)
	CERTIFICATION	EQUIPMENT REQUIREMENTS
	Certificate will be issued upon successful completion of course requirements.	Current annotated Criminal Code
	CLASS SIZE	FEES/DURATION
	24 participants	\$1,125 10 days of training
		COURSE DATES/LOCATION
		Mar 3 – 14, 2008 OPC Oct 27 – Nov 7, 2008 OPC

Investigating Offences Against Children Course

This course is designed for police officers whose area of responsibility includes the investigation of offences against children. The Policing Standards Manual (2000) LE-027 requires the Chiefs of Police to develop and maintain “a policy on investigations into the physical and sexual abuse of children”. In addition investigative protocols must be followed to minimize repeated traumatization of the victims and promote the best interests of the child in all regards.

The Guideline also suggests that the investigations, where threshold is met, comply with *Ontario’s Major Case Management Manual*.

This training will provide these officers with the necessary knowledge, skills and abilities to adequately handle the complexities and demands of child abuse investigations.

TOPICS	PRE-REQUISITES	ASSESSMENT STANDARDS							
- Legal issues - Court preparation for child witnesses - Child interviewing - Child development - Dynamics of child abuse <i>Child and Family Services Act</i> / Joint investigative protocols - Abduction / Amber alert - Manifestations of physical abuse [Burns, breaks and bruises] - SIDS (Sudden infant death syndrome) - SUDS (Sudden unexplained death syndrome) - Death of children under five - Shaken baby syndrome - Abandonment - Neglect, fail to provide necessities - Domestic violence / Emotional abuse - Child sexual exploitation/Sex tourism - Luring - Child pornography - Munchausen syndrome by proxy - Teacher [schools] investigations - Computer evidence management - Drug endangered children - Crime scene management	Completion of the Ontario Police College Sexual Assault Investigation Training Course, and GIT (General Investigation Training) Course. DRESS Uniform or court attire CLASS SIZE 30 participants MISCELLANEOUS NOTES Students may be required to attend scheduled sessions outside the normal classroom times (0830h – 1630h) EQUIPMENT REQUIREMENTS Current annotated Criminal Code	A post-course test will be administered and students must obtain a minimum of 75%. Attendance on this course is imperative. Any candidate missing more than four-90 minute classroom sessions during the ten days will be withdrawn from the course. CERTIFICATION Certificate will be issued upon successful completion of the course. FEES/DURATION \$1,165 10 days of training COURSE DATES/LOCATION <table><tr><td>Sep 8 – 19, 2008</td><td>OPC</td></tr><tr><td>Jun 16 – 27, 2008</td><td>OPC</td></tr><tr><td>Dec 1 – 12, 2008</td><td>OPC</td></tr></table>		Sep 8 – 19, 2008	OPC	Jun 16 – 27, 2008	OPC	Dec 1 – 12, 2008	OPC
Sep 8 – 19, 2008	OPC								
Jun 16 – 27, 2008	OPC								
Dec 1 – 12, 2008	OPC								

Investigative Interviewing Techniques Course

This course serves as a practical guide to the newest techniques involved in the fields of interviewing and interrogation. It focuses on the law in relation to confessions, understanding and application of interpersonal skills, gathering of reliable information derived from the interviewing process, how memory functions, cognitive interviewing techniques, verbal and non-verbal behaviour frequently associated with truth or deception and interrogation techniques.

The course incorporates considerable student participation through exercises, group work, discussion and role-playing situations.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Cognitive interview technique - Current jurisprudence relating to the admissibility of confessions - Interrogation techniques and purposes of each component in the interviewing model - Operation of memory storage and recall - Interviewer attributes which enhance success - Recognizing and interpreting behavioral indicators of truth and deception - Techniques to reduce information contamination	Course candidates will be graded by their ability to interact and apply the techniques as instructed.	\$425 5 days of training \$220 5 days satellite course	
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION	
General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.	Certificate will be issued upon successful completion of course requirements.	Jan 28 – Feb 1, 2008	York
		Mar 10 – 14, 2008	Halton
	Uniform or court attire	Apr 7 – 11, 2008	OPC
		Jun 23 – 27, 2008	OPC
	30 participants	Aug 25 – 29, 2008	OPC
		Sep 15 – 19, 2008	Thunder Bay
		Oct 6 – 10, 2008	OPC
	MISCELLANEOUS NOTES	Nov 17 – 21, 2008	Ottawa
	Full attendance is mandatory for certification.		

Ontario Major Case Management Course

“The Ontario Major Case Management Course will provide a competent and astute investigator with the knowledge and skills required to manage the resources, direction, speed and flow of a coordinated investigative team using a multi-disciplinary approach.”

This course, redesigned by a team of experienced investigators, is focused on providing training integral to the management of major cases is the electronic storage, retrieval, and systematic analysis of information. This course will also provide members of the Command Triangle with an introduction to the approved Major Case Management Software (PowerCase).

TOPICS	CLASS SIZE	FEES/DURATION	
- Fundamentals of Major Case Management - Functions and Responsibilities - Information/Document Management - Investigative Pre-planning and set up - Active Investigation - Managing Victims/Witnesses - Managing Crime Scenes - Admissibility of Statements - Human Sources - Managing Canvasses - Leadership-conflict resolution, team building, team selection, emotional intelligence - Media Relations - Centre of Forensic Science - Office of the Chief Coroner - Behavioral Sciences - Risk Management	30 participants	\$965	8 days of training
	DRESS	\$475	Satellite course
	Uniform or court attire	\$ 40	Police Service delivered
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate will be issued upon successful completion of course requirements.	Mar 10 – 19, 2008	OPC
		May 20 – 29, 2008	OPC
		Nov 11 – 20, 2008	OPC
	ASSESSMENT STANDARDS	TBD	Durham
	Learners will be required to complete an end of course written examination of the subject matter covered in the course.	TBD	OPP
		TBD	Ottawa
		TBD	Thunder Bay
	Learners will also be responsible for completing syndicate exercises, which may require some after class work. The material for the completion of the syndicate exercises will be provided and related in class content.		
PRE-REQUISITES			
OPC General Investigation Training Course or equivalent	At the completion of the exercise, the members will be required to present their completed work.		

Search Warrant Course

This course will provide investigators with the skill sets required to successfully prepare a range of applications for prior-judicial authorization for search and seizure activity. The curriculum focuses on the authorities for search and seizure and practical issues associated with warrant applications and their preparation.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Organizing principles, and <i>Section 487</i> - Structuring a Good Warrant - Facial validity issues 487.01 general warrants - Special locations - DNA Warrants - Computer searches - The informer challenge - Sealing applications - Consent, plain view, abandoned Material, exigent circumstances - Execution issues - Practical exercise (Draft two warrants) - Returns on warrants - Informational searches - Searches without warrant	The learners will be required to draft two separate search warrants (487, 487.01)	\$450 5-days of training \$220 Satellite courses	
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate will be issued upon successful completion of course requirements.	Jan 14 – 18, 2008	York
		Mar 3 – 7, 2008	Thunder Bay
	DRESS	Mar 24 – 28, 2008	Windsor
	Uniform or court attire	Apr 7 – 11, 2008	Halton
		Apr 21 - 25, 2008	OPC
	CLASS SIZE	Oct 20 – 24, 2008	Waterloo
	24 participants	Nov 3 – 7, 2008	OPP-Orillia
		Nov 24 – 28, 2008	OPC
PRE-REQUISITES	EQUIPMENT REQUIREMENTS	Dec 8 - 12, 2008	OPC
General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.	Current annotated Criminal Code. A laptop computer can be useful for this training, if available.	TBD (South Western)	OPP

Sexual Assault Investigation Course

This course is designed to assist experienced investigators in developing skills and knowledge as they relate to the investigation of sexual assault incidents. Training methods include audio/video, presentations, case study exercises and lectures.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Legal issues - Search and seizure - DNA Warrants - Dangerous/Long term offender applications - Third party records - Interviewing/Interrogation - Centre of Forensic Sciences – Biology - Centre of Forensic Sciences – Toxicology - Major case management - Behavioral Sciences Unit - ViCLAS - SOR - SAI Evidence kit - Victim issues - Stress management/Career development - Case study debriefing - Historical sexual assaults - Crime scene management	A post-course test will be administered and students must obtain a minimum of 75%. Also considered for course completion: 5 minute presentation on an innovative investigative techniques - case study submissions and presentation material Attendance on this course is imperative. Any candidate missing more than four-90 minute classroom sessions will be withdrawn from the course.	\$875 9 days of training \$360 Satellite courses
		COURSE DATES/LOCATION
		Feb 19 – 29, 2008 OPC
		Mar 25 – Apr 4, 2008 OPC
		Apr 14 – 24, 2008 Kingston
		Oct 14 - 24, 2008 OPC
		Nov 3 – 14, 2008 York
	CERTIFICATION	
	Certificate will be issued upon successful completion of course requirements.	
	DRESS	
	Uniform or court attire	
	CLASS SIZE	
	24 participants	
	EQUIPMENT REQUIREMENTS	
	Current annotated Criminal Code	
PRE-REQUISITES		
The General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards is required.		

Site Safety Supervisor Course

The Site Safety Supervisor Course is designed to give the candidate the required knowledge and skills that will enable them to perform the duties of a Site Safety Supervisor. This course is the next step in training after the Clandestine Laboratories Investigations Course. As a Site Safety Supervisor the candidate will oversee control of a Clandestine Laboratory site and will direct all persons on scene including but not limited to Police, Fire, Emergency Medical Services, Health Canada, and Waste Management personnel.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
- Legislative requirements - National Institute of Occupational Health & Safety - Canadian Safety Association - Hazardous Assessment Response Plan - Labour Codes (Federal and Provincial) - Bill C-45, The criminal liability of organizations - Operational techniques - Role and responsibilities - Decontamination - Working with other agencies - Air monitoring and gas detection devices - Practical exercises (Surreptitious entries, search warrant & execution, operational planning)	A post-course test will be administered and the students must meet a minimum standard of 75% The students will also be evaluated on their participation in a supervisory role during clandestine laboratory investigation exercises including Self Contained Breathing Apparatus, Decontamination, Synthesis Labs, HARP, Labour Codes, Air Monitoring and Gas Detection Devices as well as Surreptitious Entries. Full attendance on this course is imperative.	Equipment required: body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight. Officers will not bring service pistols, ammunition or live OC spray.
		FEE/DURATION \$455 3 days of training
		COURSE DATES/LOCATION Apr 22 – 24, 2008 OPC
PRE-REQUISITES Successful completion of: Clandestine Laboratories Investigations Course; OPC or CPC or Basic Clandestine Laboratories Investigators course; DEA (Drug Enforcement Agency U.S.) The candidate must possess experience in dismantling clandestine drug labs but does not have to be a full time member of a drug unit.	CERTIFICATION Certificate will be issued upon successful completion of the course.	
	DRESS Uniform or court attire, and Raid Gear	
CLASS SIZE 8 participants		

Ontario Major Case Management Software Course

Integral to the management of major cases is the electronic storage, retrieval, and systematic analysis of information. This course provides training that will ensure members tasked with these functions receive the training and confidence to utilize the approved software. This will ensure the efficient management of major cases, to provide sharing of information throughout Ontario, and potentially link cases within or among police agencies.

TOPICS	ASSESSMENT STANDARDS	FEEES/DURATION
- Review the Principles of Major Case Management - Information Management - Project Management - Skills Development	Learners will - Utilize the PowerCase software application to create the following OCMC Manual Required Documents - Detailed investigative chronology - Detailed event chronology - Action/assignment register - Crime scene continuity register - Tip Register - Create a Crown Brief and a disclosure copy for a major case simulation - Meet standard on an end of course test, that examines knowledge and ability to - Comply with the standards set for the investigation and management of major cases in the OCMC Manual; - Implement investigative functions contained in the OCMC Manual using the major case management software to ensure the efficient analysis and sharing of data and early identification of linked cases; - Utilize the investigative process in a flexible, yet standardized, response to Major Case investigations based on the requirements of the particular case	\$1,100 10 days of training \$ 900 Satellite partnership \$ 40 police service delivered
PRE-REQUISITES		COURSE DATES/LOCATION
Demonstrated proficiency in Microsoft Windows based software applications (e.g. Microsoft Word, Excel, Outlook, etc.).		Apr 14 – 25, 2008 OPC Jul 7 – 18, 2008 OPC Sep 8 – 19, 2008 OPC
CLASS SIZE		POLICE SERVICE DELIVERED
10 participants		Belleville Ottawa Durham Regional Peel Regional Halton Regional Thunder Bay Hamilton Toronto London Waterloo Regional O.P.P. Windsor TBD York Regional
CERTIFICATION		
Certificate will be issued upon successful completion of course requirements.		
DRESS		
Uniform or court attire		

FORENSIC IDENTIFICATION TRAINING

The Forensic Identification Training Unit of the Ontario Police College develops and delivers comprehensive forensic training programs including instruction in the use of the latest techniques and technologies.

The Ontario Police College will provide opportunities for continuing education for the Forensic Specialist through courses of study as outlined in the calendar.

The Forensic Identification Unit will also support the Identification Community with Workshops on topics that are current in the Identification field. These workshops will be advertised via an All Chiefs Memo as they become available.

Staff Member	Phone Number	e-mail
Rick Devine Team Leader	519 773 4205	richard.devine@ontario.ca
Jim Goodwin	519 773 4506	jim.goodwin@ontario.ca
Ralph Gutoskie	519 773 4410	ralph.gutoskie@ontario.ca
Mike Souliere	519 773 4409	mike.souliere@ontario.ca

Advanced Bloodstain Pattern Analysis Course

This course is designed for those who wish to become Bloodstain Pattern Analysts. It is expected the student will have some bloodletting crime scene experience. Further to that students are asked to bring photos of a case that can be used for a moot court session. Each student will have an opportunity to experience the moot trial and answer questions regarding their case and BPA Theory. Complex crime scenes will be reviewed and the proper format for reporting learned. The requirements of courtroom testimony and expert evidence will be discussed in detail.

The latest technology including computer analysis will also be learned. This course will provide the technical knowledge and hands-on experience required in order to conduct a bloodletting crime scene analysis.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Report Writing - Analysis of complex (multi-surface) Impact Patterns - Expert Evidence - Problem Solving by Review of Actual Bloodletting Cases - Bloodstain Analysis of Clothing - Mock Crime Scene Analysis - Forensic Pathology	Students will be evaluated on the analysis of the mock scene, which will be examined by them on the final day. They will be required to submit a report no later than three months from the last day of the course. The report will be the final exam. Students must meet report-writing standards and be correct in their analysis to be successful.	Uniform or court attire This program is a combination of classroom and practical exercises; please bring clothing suitable for practical exercises. Lab coats will be provided.
PRE-REQUISITES	CERTIFICATION	FEES/DURATION
Successful completion of a basic bloodstain pattern recognition course. Case examples of personal bloodletting crime scene attendance, for moot trial.	A certificate will be issued upon successful completion of course requirements.	\$590 5 days of training
CLASS SIZE	COURSE DATES/LOCATION	
16 participants	Sep 8 – 12, 2008	OPC

Advanced Footwear Analysis Course

This in depth course will give the Forensic Identification Specialist advanced training in footwear analysis. Students will be given the opportunity to explore the manufacturing process, cast and compare footwear impressions using best practice and the presentation of evidence. Barefoot morphology will be introduced.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- The Manufacturing Process - Casting - In Depth Comparisons - Proper Techniques - Presentation of Evidence - Barefoot Morphology	Practical and Written Examinations. CERTIFICATION Certificate awarded on successful completion of course.	\$630 5 days of training \$475 satellite training COURSE DATES/LOCATION Sep 22 – 26, 2008 OPC
PRE-REQUISITES	DRESS	
Forensic Identification Officer Course or equivalent.	Uniform or court attire. Seasonally appropriate clothing for outdoor scene work will be required.	
CLASS SIZE	EQUIPMENT REQUIREMENTS	
12 participants	All equipment will be provided.	

Advanced Tire Analysis Course

This in depth course will give the Forensic Identification Specialist advanced training in tire analysis. Students will be given the opportunity to explore the tire manufacturing process, cast tire impressions, lift dust impressions, and conduct test impressions using best practice and the presentation of evidence. Searching tread designs using a computer data base will be introduced.

TOPICS	CLASS SIZE	DRESS
• Photography • Manufacturing Process • Electrostatic Lifts • Class, Accidental and Wear Characteristics • Comparison Process • Casting Materials • Recording Test Impressions • Vehicle Track Measurements • Practical Exercise • Court Preparation • Presentation of Evidence	12 Students	Uniform or court attire. Coveralls will also be required. Students will be required to complete exercises outdoors under all types of weather conditions.
	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
	Students must achieve 75% on a multiple choice examination and meet performance standards on all practical assignments including the submission of an analysis report and presentation of evidence in a mock court scenario.	Nikon® Digital SLR camera kit and related accessories will be provided by OPC. Students may contact the course coordinator if he/she wishes to use their own digital equipment on the course.
	CERTIFICATION	FEES/DURATION
PRE-REQUISITES	Certification awarded on successful completion of course.	\$575 5 days of training
Forensic Identification officer's course or equivalent		COURSE DATES/LOCATION
		TBD

Applied Forensic Videography Course

This course is designed to give the Identification specialist the skill to use a video camera at the crime scene, doing “walk-through” or an interview. The course encourages the student to be “hands-on” with the necessary equipment to take good quality video without camera movement and lapses in sound. The course brings the student up to date on current cases in Canadian Law and also prepares the student to properly present the video in court.

TOPICS	DRESS	FEES/DURATION	
▪ Equipment ▪ Recording/Editing ▪ Video/Audio ▪ Admissibility ▪ Informed consent ▪ Warrants ▪ Simulations	Uniform or court attire, seasonally appropriate for indoor / outdoor activities.	\$575	5 days of training
CLASS SIZE	CERTIFICATION	COURSE DATES/LOCATION	
12 participants	A certificate will be issued upon successful completion of course requirements.	Feb 4 – 8, 2008	OPC
		Sep 22 – 26, 2008	OPC
MISCELLANEOUS	ASSESSMENT STANDARDS		
Digital video cameras, accessories, tripods and editing equipment will be provided. Instruction on their operation will be included in the syllabus.	Evaluation will be based on practical performance and written examination.		

Advanced Friction Ridge Analysis Course

This in depth course will give the Forensic Identification Specialist advanced training in fingerprint analysis. Students will be given the opportunity to analyze difficult fingerprints and then after coming to a conclusion they will present the fingerprint in a mock court process.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Analyse, compare, evaluate, A.C.E.) - Analytical reporting - In depth comparisons - Proper techniques - Presentation of evidence - Expert testimony	Practical and Written Examinations	\$515 5 days of training	
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION	
Forensic Identification Officer course or equivalent.	Certificate awarded on successful completion of course.	Jan 7 – 11, 2008	OPC
		Apr 21 – 25, 2008	OPC
CLASS SIZE	DRESS		
16 participants	Uniform or court attire.		
	EQUIPMENT REQUIREMENTS		
	All equipment will be provided.		

Basic Bloodstain Pattern Recognition Course

This course will assist crime scene investigators in recognizing the value of bloodstain evidence. All theories are proven through hands-on experimentation. Recognition of patterns will provide leads for further investigation (is this a suicide or a homicide?) Should an analyst not be available to attend a specific crime scene, graduates of this course will be able to properly record the scene for analysis and subsequent court presentation by a qualified analyst.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
- History of bloodstain pattern analysis - Theory - Special photographic requirements - Measurements of bloodstains - Developing trace bloodstain evidence with chemicals - DNA requirements - Case reviews - How to visualize an impact pattern by using strings, mathematics and computers - Using bloodstain patterns to reconstruct crime scenes	There will be a practical and a written examination. CERTIFICATION A certificate will be issued upon successful completion of course requirements. DRESS Uniform or court attire plus clothing suitable for practical exercises.	Bring clothing suitable for practical exercises. Lab coats will be provided. Although not required, students may find it an advantage to bring camera equipment to record experiments. FEES/DURATION \$570 5 days of training COURSE DATES/LOCATION
PRE-REQUISITES Forensic Identification Officer course or equivalent or Scenes of Crime Officer Course.	CLASS SIZE 15 participants	Jan 21 – 25, 2008 OPC Dec 8 – 12, 2008 OPC

Bloodstain Pattern Analyst Understudy Program

This training is designed to instruct students on an individual basis. It is a combination of distance education and on site training at the OPC. The course of study for this program is approximately one year. Only those who expect to respond to several bloodletting scenes a year should enter the program. The goal is to enable the student to present himself/herself to the court in order to be qualified as an expert witness in bloodstain pattern analysis.

TOPICS

- The study of various books and articles. These studies will be outlined and monitored by the OPC;
- Review of relevant case files, provided by the mentor;
- Analysis of mock scenes complete with a written report;
- Attend actual crime scenes with mentor;
- Successfully complete an advanced bloodstain course, to be held at the OPC;
- Successfully complete a bloodstain Math/Physics course.

PRE-REQUISITES

Forensic Identification Officer course.
The basic 40-hour Bloodstain Pattern Recognition Course.

- Math & Physics
- Advanced Bloodstain

ASSESSMENT STANDARDS

Submit written case reports to the mentor concerning actual crime scenes attended

Prior to the end of the program, successfully complete a written exam.

Successful completion of an oral board examination, simulating a trial.

Examination held at OPC.

CERTIFICATION

A diploma will be issued upon successful completion of program requirements.

CLASS SIZE

Individual participation

DRESS

Uniform or court attire

MISCELLANEOUS NOTES

This program is primarily Satellite.

FEES/DURATION

\$1,560.

Approximately one year. The duration of this program is dependant on case exposure and the understudy's progress.

COURSE DATES/LOCATION

The final exams will not be administered without consent of the understudy, the mentor and the program coordinator.

Chemical Treatment and Fluorescent Techniques Course

This course is designed for experienced Forensic Identification officers. Students will get an appreciation of the use of an Alternate Light Source (ALS) and laser, in locating evidence at a crime scene and using these instruments in the lab. The student will learn methods of chemical preparation, principles of health and safety, and techniques of chemical development on difficult substrates including human skin. The student will be challenged by the advanced photography techniques that are included in the course.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Application of fluorescent techniques to crime scene investigations - Use of forensic light sources for trace evidence recovery - Application of cyanoacrylate to develop latent prints on exhibits - Use of fluorescent dyes for fingerprint visualization - Use of chemical treatments for enhancement of blood prints and stains - Techniques of fluorescence photography - Health and safety issues relating to chemical procedures - Detection of fingerprints on human skin	Students are assessed by written examination and demonstrated performance. CERTIFICATION A certificate will be issued upon successful completion of course requirements. CLASS SIZE 16 participants	Uniform or court attire MISCELLANEOUS NOTES Laboratory coats will be provided for use during the course. FEES/DURATION Laboratory coats will be provided for use during the course. \$570 5 days of training
PRE-REQUISITES		COURSE DATES/LOCATION
Forensic Identification Officer course or equivalent.		Jan 28 – Feb 1, 2008 OPC Jun 9 – 13, 2008 OPC

Digital Imaging Enhancement Course

This workshop will provide students with basic knowledge to properly enhance an image with the use of Photoshop® and or Image Pro® software. Image capture and image storage through to the court preparation and presentation will be discussed and applied in a practical “hands-on” workshop. Theme of this course is “Extending your Reach”.

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
- History of digital imaging - Analog vs. Digital - Software options - Digital basics – what is a digital image? - Image diagnosis - Contrast control - Spatial filters - Image subtraction - Fast Fourier Transform - Image storage and integrity - Court preparation	Evaluation of demonstrated performance.	All equipment will be provided.
	CERTIFICATION	FEES/DURATION
	A certificate will be issued upon successful completion of course requirements.	\$425 4 days of training
	CLASS SIZE	COURSE DATES/LOCATION
	16 participants	Mar 25 – 28, 2008 OPC
PRE-REQUISITES	DRESS	
Forensic Identification Officer course or equivalent. Basic computer skills.	Uniform or court attire	

Digital Photography Course

A one-week course designed for police services currently using digital photography in the field of forensics. The training is designed to instill within the student a trust in digital technology and its application in the legal environment.

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
- Safeguarding data - Accepted practices for uploading and storing images - Terminology - Computer software use - Legal implications - Understanding how digital images are formed	There will be a written examination and demonstrated performance.	All equipment will be provided.
PRE-REQUISITES	CERTIFICATION	FEES/DURATION
Forensic Identification Officer course or equivalent. Working knowledge of Adobe Photoshop®	A certificate will be issued upon successful completion of course requirements.	\$515 5 days of training
	CLASS SIZE	COURSE DATES/LOCATION
	16 participants	Jan 21 – 25, 2008 OPC Sep 15 – 19, 2008 OPC
	DRESS	
	Uniform or court attire	

DNA Data Bank Sample Collection and Warrant Course

In conjunction with the Centre of Forensic Sciences this course will provide students with the necessary Knowledge, Skills and Abilities to properly collect a court ordered DNA sample from a convicted person or a suspected person named within a warrant.

TOPICS	CLASS SIZE	FEES/DURATION	
▪ Legal Aspects ▪ Understanding the DNA Search Warrant ▪ Purpose of taking sample ▪ Requirements of sample procedure ▪ Clean environment required ▪ Gloves required throughout procedure ▪ Sterile equipment required ▪ Subject's finger swabbed with alcohol ▪ Correct use of lancet ▪ Proper procedure for plucking hairs ▪ Proper procedure for buccal sample ▪ Avoid contamination issues	30 participants	\$120 1 day of training	
	DRESS	COURSE DATES/LOCATION	
	Uniform or court attire	Nov 6, 2008	OPC
	MISCELLANEOUS NOTES		
	All equipment required will be provided.		
	ASSESSMENT STANDARDS		
	Practical and written examinations.		
	CERTIFICATION		
	A certificate will be issued by the Centre of Forensic Sciences, upon successful completion of course requirements.		

Fire Investigation Course

Fire Investigators from the Ontario Fire Marshal's Office and members of the OPC Forensic Identification Section will instruct this workshop.

The workshop will provide students with a basic knowledge, to properly photograph, document, examine for and collect evidence of the fire cause. This workshop is not designed to replace an Arson Investigation Course or a Cause and Determination Course.

Digital Cameras and related software will be used to produce court ready photographs. Practical scenarios, designed to provide fire scene examination challenges will be a large portion of this workshop.

TOPICS	CLASS SIZE	MISCELLANEOUS NOTES
- Health and Safety at the fire scene - Investigative jurisdiction - Working with the fire department - Fire scene protection and control - Working with the Ontario Fire Marshal's Office - Examination of the scene - Advanced photographic techniques - Documenting the scene - Collection and packaging of evidence	16 participants	Night exercises and night assignments are a requirement of the course.
	ASSESSMENT STANDARDS	FEES/DURATION
	Students are assessed by written examination and demonstrated performance.	\$595 4 days of training
	CERTIFICATION	COURSE DATES/LOCATION
	A certificate will be issued upon successful completion of course requirements.	May 20 – 23, 2008 OPC
PRE-REQUISITES	DRESS	
Forensic Identification Officer course or equivalent.	Uniform with field gear	
	EQUIPMENT REQUIREMENTS	
	Students will require their own work gloves, coveralls and proper protective footwear (steel toes and shanks). All photographic equipment will be provided.	

Forensic Identification Course

This training is designed for persons recently assigned or about to be assigned as full-time Forensic Identification Officers. Desirable attributes for this position are:

- Excellent spatial relationship skills
- Objectivity
- Deductive reasoning
- Attention to detail
- Initiative
- Ability to work without supervision

Training includes lecture, demonstration and practice with emphasis on practical projects conducted both indoors and outdoors. Graduates will have acquired skills in the following:

TOPICS

Photography, including:

- Photographic media
- Small format photography
- Lens characteristics
- Exposure methods - automated and manual
- Lighting - electronic flash and continuous light
- Application of filters
- Copy and close-up photography
- Small object photography
- Ultraviolet photography
- Photography with a Forensic Light Source (ALS)
- Introduction to crime scene video
- Introduction to the digital camera

Criminalistics, including:

- History of fingerprinting
- *Identification of Criminals Act* / understanding search warrants / legal responsibilities
- Taking inked fingerprints
- Friction ridge analysis / growth of friction skin
- Structure of skin and composition of secretions
- Laboratory health and safety
- Powder and chemical development of fingerprints
- Chemical treatment and enhancement
- Introduction to the Alternate Light Source (ALS)
- Introduction to Bloodstain Pattern Recognition
- Pattern recognition, digit determination and fingerprint searching techniques
- (A.C.E. V) Analysis, comparison, evaluation and verification
- Recognition of fraudulent fingerprints
- Approaching the crime scene / protection / walkthrough / documentation

- Collection and comparison of two and three dimensional footwear impressions and physical matching
- Introduction to tire track impressions
- Identification of an unknown deceased
- Measuring and sketching a crime scene and plan drawing
- Testifying as an expert witness
- Preparation of illustrations for court presentations
- Computer assisted chart preparation
- Collection of trace evidence for examination by the forensic laboratory
- Introduction to the Centre of Forensic Sciences
- Report writing and exhibit control
- Ontario Major Case Management Model for Identification
- Introduction to a death investigation

DNA Databank Sample Collection:

- Purpose of taking sample
- Requirements of sample procedure
- Clean environment required
- Gloves required throughout procedure
- Sterile equipment required
- Subject's finger swabbed with alcohol
- Correct use of lancet
- Proper procedure for plucking hairs
- Proper procedure for buccal sample
- Avoid contamination issues

CLASS SIZE

12 participants

PRE-REQUISITES

Basic computer and Microsoft Windows® skills.

We also encourage students to become familiar with forensic identification procedures, equipment and terminology in their own services prior to enrollment.

ASSESSMENT STANDARDS

Students are assessed by written examination and demonstrated performance.

DRESS

Uniform or court attire

Some assignments are conducted outdoors. Students are advised to bring seasonally appropriate clothing.

CERTIFICATION

A diploma will be issued upon successful completion of course requirements.

A certificate will be issued for successfully completing the DNA Collection Training.

FEES/DURATION

\$5,000 45 days of training

COURSE DATES/LOCATION

Feb 6 – Apr 11, 2008 OPC

Sep 29 – Dec 3, 2008 OPC

Forensic Collection and Recovery of Human Remains Course

This course is designed for persons assigned as full-time Forensic Identification Officer and who would be tasked with the examination, collection, documentation and recovery of evidence of human remains.

The focus of the course is to have the students take a practical approach and see the proper application of these methods and techniques.

Training will include lecture, demonstration and practice with emphasis on processing simulated field situations.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
Scene Recovery: - Basic recovery of entomological evidence - Surface recovery of remains - Recovery from burials - Recovery of cremated/charred remains - Recovery from aquatic and other contexts - Mass disaster recovery - Seasonal considerations	Students are assessed by examination of demonstrated performance.	Students should be prepared to perform archaeological digs in wet, muddy, dry, hot or cold weather conditions. Many assignments are conducted outdoors and will proceed in all weather conditions.
	CERTIFICATION	FEES/DURATION
	A certificate will be issued upon successful completion of course requirements.	\$645 5 days of training
	CLASS SIZE	COURSE DATES/LOCATION
Scene Documentation: - Photographic, film, video and digital - Surveying, mapping and recording the context	20 participants	Jun 16 – 20, 2008 OPC
	DRESS	Jun 23 – 27, 2008 OPC
PRE-REQUISITES	Court attire or uniform and appropriate field gear.	
Forensic Identification Officer course or equivalent		
We encourage students to familiarize themselves, prior to enrollment, with departmental procedures in their own service concerning the discovery and recovery of human remains.		

Math and Physics Course for Bloodstain Pattern Analysis

Students will have an opportunity to work both on practical exercises as well as the theory involved in the math and physics. These theories have direct application to bloodstain analysis and provide great insight to someone who is preparing to be an analyst or who may already be an experienced analyst. The course will also instruct students on how to record bloodstain patterns and then import the information to a computer program and determine points of origin for the stain patterns.

TOPICS	CLASS SIZE	DRESS
- Fundamental physics - Motion in one dimension - Physical Properties of Vectors - Newton's Laws of Motion - Work and Energy - Properties of fluids - Blood in Flight - Analytical geometry in two and three-dimensions - Trigonometry - Laws of Motion - Computer techniques using BackTrack®	16 participants	Uniform or court attire
	ASSESSMENT STANDARDS	FEES/DURATION
	Evaluation will be based on practical assignments and by written examination.	\$925 5 days of training
	CERTIFICATION	COURSE DATES/LOCATION
	A certificate will be issued upon successful completion of course requirements.	May 12 – 16, 2008 OPC
PRE-REQUISITES		
Forensic Identification Officer course. Basic Bloodstain Pattern Recognition Course		
Previous exposure to several bloodletting scenes.		

Scenes of Crime Course

This training is designed for persons to be assigned as Scenes of Crime Officers mentored by a Forensic Identification Officer.

Training in the basic competencies will enable a graduate to examine crime scenes of a minor nature and is **not intended** to be sufficient for assignment to investigations involving:

- Death or life threatening injuries
- Trace evidence collection
- Opinion evidence relating to photography or impression comparisons
- Special Investigations Unit or professional standards

Training includes lectures, demonstration and practice with emphasis on practical projects conducted both indoors and outdoors.

TOPICS	DRESS	ASSESSMENT STANDARDS
Although several titles are similar to those included on the Forensic Identification Course, the topics have been tailored to the responsibilities of a Scenes of Crime Officer.	Uniform or court attire	Students are assessed by written examination and demonstrated performance.
<i>Photography, including:</i> ▪ Photographic techniques ▪ 35mm. Format cameras, manual and automatic ▪ Lenses ▪ Perspective ▪ Exposure ▪ Recording media ▪ Control of light and lighting ▪ Flash techniques ▪ Photography of assault survivors ▪ Digital darkroom techniques	Some assignments are conducted outdoors. Students are advised to bring seasonally appropriate clothing.	<u>CERTIFICATION</u> Certificate will be issued upon successful completion of course requirements.
	<u>CLASS SIZE</u> 16 participants	<u>FEES/DURATION</u> \$1,355 10 days of training \$ 40 Police service delivered
	<u>PRE-REQUISITES</u> We encourage students to become familiar with Scenes of Crime procedures, equipment and terminology in their own service prior to enrollment.	<u>COURSE DATES/LOCATION</u> Apr 28 – May 9, 2008 OPC
<i>Criminalistics, including:</i> ▪ History of fingerprinting ▪ Health and safety (WHMIS) ▪ Fingerprint pattern recognition and digit determination ▪ Examining crime scenes and suitable substrates ▪ Crime scene fingerprints ▪ Powder development of latent fingerprints ▪ Preserving exhibits for chemical processing ▪ Recovery and preservation of two and three dimensional impressions ▪ Recovery and preservation of trace evidence ▪ Taking elimination fingerprints ▪ Testifying as a Scenes of Crime Officer		<u>POLICE SERVICE DELIVERED</u> Brantford Kingston Brockville OPP Chatham-Kent Peterborough Cornwall Thunder Bay Durham Timmins Halton Toronto Hamilton York

LEADERSHIP TRAINING UNIT

The Leadership Unit offers a series of leadership development training programs designed to educate and support police leaders as they progress through the management structure of their organization.

Building Leadership Strength through Self-Awareness, Influential Police Leadership, Emotional Intelligence, and Managing Service Excellence in Policing will be offered consecutively to facilitate individual enrolment or taking them as a block.

Staff Member	Phone	E-mail
Stephen Adaran Team Leader	519 773 4418	stephen.adaran@ontario.ca
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Catherine Nanton	519 773 4230	catherine.nanton@ontario.ca

Business Writing

Effective written communication requires a need to organize, structure and write clear, concise and professional business correspondence, and effective and persuasive business reports. Review and improve the mechanics of your written work for quality improvement. Gain the skills and expertise to prepare and write clear, professional business documents from important daily correspondence (email and letters) to lengthier briefings and business reports using examples, best practice guidelines, and practical tips in a policing environment. This one-day workshop is primarily intended for police officers and civilians who have not taken the half-day Business writing session on the LEADER Course.

TOPICS	PREREQUISITES	CLASS SIZE
- Clear, concise and professional business correspondence including email - Writing skill improvement - Effective and persuasive business reports - Mechanics of written work	The candidate must be a member of a police service.	24 participants
	ASSESSMENT STANDARDS	DRESS
	Full attendance and participation	Uniform or court attire
	CERTIFICATION	FEES/DURATION
	Certificate of attendance upon completion	\$ TBD One-day training \$ TBD Satellite training
		COURSE DATE/LOCATION
		Apr 23, 2008 OPC Sep 24, 2008 Kingston Nov 4, 2008 Ottawa

Building Leadership Strength through Self-Awareness

A successful police leader demonstrates a balance between excellent task performance and superior interpersonal skills. The individual who intentionally develops themselves through personal awareness and intentional interaction with others is destined to become a leader and a mentor. Self-awareness is key to that development. The understanding of one's own personality and appreciating the role personalities play in influencing and developing self and others are essential competencies of a leader.

This powerful course was created using adult learning principles, emphasizing experiential learning. Theory, practical application and creation of an action plan will embed the principles of personality style.

TOPICS	PREREQUISITES	CLASS SIZE
- History of personality assessment - Reviewing the DISC personality model - Conducting the assessment - Celebrating Me exercise - Personality blends - Individual personality dynamics - The blessings and curses of your personality style - Identifying personality cues - Reading people with insight - Serving others by building better relationships - Strengths, struggles and strategies of relationships - Action plan	This course is open to police service members performing or assigned supervisory duties as confirmed by the Chief of Police or delegate.	24 participants
	ASSESSMENT STANDARDS	DRESS
	Full attendance is required as students are evaluated on participation in class discussion and numerous group exercises.	Uniform or court attire
	CERTIFICATION	FEES/DURATION
	Certificate of attendance will be issued upon course completion.	\$130 One day of training \$TBD Satellite courses
		COURSE DATE/LOCATION
		Mar 26, 2008 Halton Mar 27, 2008 York May 28, 2008 Thunder Bay Jun 16, 2008 OPC Oct 15, 2008 Waterloo Exclusive Course: Jun 11, 2008 Ottawa Oct 9, 2008 Kingston

Emotional Intelligence

Emotional Intelligence – the ability to manage and motivate oneself and the ability to manage the emotions of others – has been shown to be the single most important success factor for police leaders at all levels. This session reviews how the core competencies of emotional intelligence; self-awareness, emotional connection and emotional management contribute to great leadership. Experiential and Socratic learning followed by a plan for implementation will embed the principles of emotional intelligence.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Importance of self-awareness - Internal conversations - The Universal Human Paradigm - Definition and competencies of emotional intelligence - Emotional intelligence in policing – case studies - Managing emotions/conflict in self and others - Intent vs. impact - Managing difficult conversations	Full attendance is required as students are evaluated on participation in class discussion and numerous group exercises.	\$100 1 day of training \$ 60 Satellite courses	
PREREQUISITES	CERTIFICATION	COURSE DATE/LOCATION	
This course is open to police service members performing or assigned supervisory duties as confirmed by the Chief of Police or delegate.	Certificate of attendance will be issued upon course completion.	Feb 26, 2008	Halton
		Feb 27, 2008	York
		May 27, 2008	Thunder Bay
		Jun 19, 2008	OPC
		Jun 25, 2008	OPP
	24 participants	Exclusive Course:	
	Uniform or court attire	Oct 16, 2008	Waterloo
		Oct 27, 2008	Ottawa
		Oct 28, 2008	Kingston
		Nov 5, 2008	Hamilton

Influential Police Leadership: Gaining Commitment and Getting Results

No police service will ever achieve significant success in crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response without outstanding leadership. Outstanding leadership will never result from copycat leadership. Outstanding leadership requires authentic connection and presence. Authentic connection and presence develop from being attentive to the environment and “resonant” with others, rather than “dissonant” or reactive to perceived threats.

This course is designed to enhance police leaders’ ability to be powerfully present and authentically connected to others in ways that would allow the leader to invoke leadership in others. Upon completion, participants will understand how to integrate who we are and how we live with what we do to enliven the desire for teamwork, magnify the capacity to achieve results and deepen satisfaction.

TOPICS	PREREQUISITES	CLASS SIZE
- Understanding the core ideas - Self-deception and the “Box” - How we get in the box - Two ways of being - Understanding how we get out of the box - The point of choice - Leadership out of the box - Birth of a leader - Another chance	This course is open to all police leaders and service members being prepared to assume the duties of supervisor as confirmed by the chief of police or designate.	24 participants
	ASSESSMENT STANDARDS	DRESS
	Full attendance is required as students are evaluated on participation in class discussion and group exercises.	Uniform or court attire
	CERTIFICATION	FEES/DURATION
	Certificate of attendance will be issued upon course completion.	\$225 2 days of training \$TBD Satellite courses
		COURSE DATE/LOCATION
		Jun 17 – 18, 2008 OPC Sep 10 – 11, 2008 Waterloo Oct 7 – 8, 2008 Kingston

L.E.A.D.E.R. Course

(Leadership, Excellence, Action and Development for Exceptional Results)

This dynamic course is specifically designed to assist middle managers with their responsibilities and challenges as leaders. Enhance your knowledge and skills for leadership and management effectiveness. Learn what people value in their leader. Explore the leadership roles of strategist, change agent, coach, manager, communicator, mentor, and team member. Discover how to develop your unique and personal leadership style for maximum impact and effectiveness. The course includes evening sessions.

TOPICS	PRE-REQUISITES	ASSESSMENT STANDARDS
• Policing models • Emotional intelligence • Risk assessment and management • Transforming the leader • Leader's role in a learning organization • Service excellence • Project management for middle managers • Kolbe™ Profiles • Leading change • Ethical leadership • Stakeholder relations • Leadership in action • Business writing • Media relations & strategic communications • Alternative dispute resolution • Word • Exercising excellence The case study model is used as the foundation for the course.	Students must have completed: • Front Line Supervisor course This course is open to: • Rank of Staff Sergeant or higher (no equivalency will be granted); • Civilian managers. DRESS Uniform or court attire MISCELLANEOUS Additional middle management course that would be an asset: • Transition: Supervision to Leadership	Full attendance and participation in assignments, small and large group work, case study assignment and post-course final assignment. CERTIFICATION Certificate and evaluation will be issued upon successful completion of course requirements. FEES/DURATION \$1,600 10 days of training COURSE DATES/LOCATION Jan 28 – Feb 8, 2008 OPC Mar 31 – Apr 11, 2008 OPC Aug 18 – 29, 2008 OPC Dec 1 – 12, 2008 OPC
CLASS SIZE		
30 participants		

Leading a Learning Police Organization Course

The focus of this course is to provide participants with a model and some tools for creating a dynamic environment that will readily and intentionally promote and support holistic learning at both the individual and organizational level. Through a series of mini-lectures, large group discussions and small group exercises, participants will have an opportunity to explore and develop tools and techniques required for creating, supporting and sustaining a learning organization.

TOPICS	ASSESSMENT STANDARDS	FEE/DURATION
- What is a learning organization and why become one - What it takes to become a learning organization - The service's responsibility for learning - The individual employee's responsibility for learning - Systems thinking - Team learning (Skillful discussion, mind maps, learning contracts) - Executive coaching - Servant leadership	The candidates will be required to demonstrate understanding and application of the subject material through assignments, and group exercises.	\$445 4 days of training \$240 satellite training
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate will be issued upon successful completion of course requirements.	Apr 15 - 18, 2008 OPC
		Sep 23 - 26, 2008 Peel
	CLASS SIZE	Exclusive:
	24 participants	Oct 21 - 24, 2008 Ottawa
PRE-REQUISITES	DRESS	
This course is open to all police leaders looking for ways to maximize the effectiveness of their organization or the teams they currently manage. It is also open to all service members being prepared to assume the duties of supervisor as confirmed by the Chief of Police or designate. Successful completion of the Front-line Supervisor Course or equivalent.	Uniform or court attire	

Managing Service Excellence in Policing

The police manager has a significant influence on customer service behaviors. The manner in which police managers lead, manage, and interact with front-line staff, be it uniform or civilian, influences the quality and manner in which front-line personnel interact with clients/victims. The role of the police manager becomes critical in fostering a climate of service excellence.

Managing Service Excellence in Policing is designed to help meet the quality assurance needs of police services by assisting police managers, both uniform and civilian, in cultivating the spirit of service excellence within their respective unit so that it, in turn, will play out in the daily interactions of staff. The training is comprised of police case scenarios, practical exercises, classroom instruction, and group discussions. Managing Service Excellence in Policing is highly recommended before engaging in broad customer service training at the front-line level.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Service-oriented culture - Service values - Great service - Service WOW - Challenges & barriers - Service principles - Measurement & accountability - Rewards & recognition - Action plan	The learner will be evaluated on participation in the classroom discussions and practical exercises. Any candidate missing more than 20% (i.e. two hours) of the training will receive an incomplete standing.	Uniform or court attire
		FEES/DURATION
		\$120 One day of training \$ 75 Satellite courses
	CERTIFICATION	COURSE DATE/LOCATION
	Certificate of attendance will be issued upon course completion.	Jun 11, 2008 Thunder Bay Jun 20, 2008 OPC ~~Oct 15, 2008 Thunder Bay~~ Nov 6, 2008 Ottawa TBD Cornwall
PREREQUISITES	CLASS SIZE	
The candidate must be a police service manager, sworn or civilian.	24 participants	

Media Relations Course



The Ontario Police College, the Ontario Association of Chiefs of Police and the Ontario Media Relations Officers Network are pleased to offer a one-week media relations officers course especially designed for individuals with police services and justice-related organizations. This intensive, hands-on certificate course will prepare participants to master the basics of media relations.

The course will be taught by professionals working with police organizations and working journalists.

TOPICS	PRE- REQUISITES	FEES/DURATION
- Media relations basics - Communications: it's not just media anymore! - Legal issues impacting law enforcement and justice organizations (incl. public disclosure, rules of engagement, Freedom of Information and Special Investigation Unit issues) - News release writing 101 - What journalists look for - Media weapons at your disposal - Broadcast media (intensive, before-the-camera training) - Crisis communications and special events management - Visit to a television station in London, ON to observe a news cast	Assignment as a Media Relations Officer or significant participation in police/media relationships within the agency. ASSESSMENT STANDARDS Full attendance and participation in classes, small and large group work and practical exercises. CERTIFICATION Certificate will be issued by OACP on behalf of OPC, OACP and OMRON. CLASS SIZE 20 Participants DRESS Uniform or court attire	\$830 4.5 days of training <i>Cheques to be made payable to "OACP" and sent in with registration.</i> <i>Please send registration application to OPC.</i> COURSE DATE/LOCATION Apr 28 – May 2, 2008 OPC

Performance Management

Managing employee work performance can be stressful, especially when addressing unacceptable behaviour in a policing environment. Performance Management is a practical course designed to review and improve on the many skills required to prepare and conduct an accurate and professional performance feedback..

TOPICS	ASSESSMENT STANDARDS	DRESS
- Importance of performance appraisal - Performance planning, execution, assessment and review - Performance appraisal process	The learner will be evaluated on participation in the classroom discussions and practical exercises. Any candidate missing more than 20% (i.e. three and half hours) of the training will receive an incomplete standing.	Uniform or court attire
PREREQUISITES	CERTIFICATION	FEEES/DURATION
The candidate must have completed the Front Line Supervisor Course or Communications Supervisors course..	Certificate of attendance will be issued upon course completion	\$ TBD Two days of training \$ TBD Satellite courses
	CLASS SIZE	COURSE DATE/LOCATION
	24 participants.	Oct 1 – 2, 2008 OPC

Delivering Service Excellence in Policing

The manner in which police officers and civilian personnel communicate and interact with clients/victims influence the quality of the interaction and the level of satisfaction experienced. Effective customer service differentiates between a satisfactory perception of a police service and complaints to professional standards and/or public complaint offices.

Delivering Service Excellence in Policing is designed to assist uniform and civilian personnel in further developing their interpersonal service competencies and to help meet the quality assurance needs of the police service. This is accomplished by case scenario reviews, practical exercises, classroom instruction, and group discussions of real-life policing examples. The course is targeted to front-line police personnel, uniform and civilian, regardless of rank/position, who deliver a service within the police service and/or to external clients. Participants will review past practices, assess their personal behaviours, determine effective service delivery strategies, and design a plan for implementation.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Service clients - Great service - Service WOW - Challenges & barriers - Service principles - Recognition tools - Action plan	The learner will be evaluated on participation in the classroom discussions and practical exercises. Any candidate missing more than 20% (i.e. two hours) of the training will receive an incomplete standing.	Uniform or court attire
		FEES/DURATION
		\$120 One day of training \$ 75 Satellite courses
PREREQUISITES	CERTIFICATION	COURSE DATE/LOCATION
The candidate must be a member of a police service.	Certificate of attendance will be issued upon course completion	Mar 19, 2008 Halton
		May 22, 2008 Leamington
		Jun 11, 2008 Thunder Bay
		TBD Cornwall
		Exclusive course:
		Nov 5, 2008 Ottawa
		Mar 6, 2008 York
	CLASS SIZE	
	24 participants.	

Police Services Act, Police Complaints Resolution and Human Resource Management Course

This course is intended for members of police services involved in complaints resolution and police human resource management, especially those who resolve, investigate, prosecute, conduct or defend public or internal complaints.

It is expected that police leaders selected for involvement in the process will bring to the course strong managerial and decision making skills, and a superior knowledge of leadership theory and human resource policies. Association candidates should have a good knowledge of police association leadership and labour relation issues.

Through lectures, research assignments, small/large group work, and practical exercises, the students work with the practice and procedure set out in the *Police Services Act* and Regulations, *Statutory Powers Procedure Act*, *Judicial Review Procedure Act* and other provisions.

This course is currently under review.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Police Services Act accountability systems - Complaint resolution process - Police Services Act discipline - Police human resource management provisions - Mediation and interest based negotiation and dispute resolution issues - Relevant case law	Full attendance and participation in research assignments; small and large group work, and practical exercises.	\$750 5 days of training	
		\$495 satellite training	
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate of Attendance will be issued upon completion of course.	Feb 11 - 15, 2008	OPC
		Apr 21 - 25, 2008	OPC
PRE-REQUISITES	CLASS SIZE	Jun 23 - 27, 2008	OPC
Successful completion of a police leadership course or demonstrated experience in and knowledge of police leadership and ethical decision making; or demonstrated experience in police association administration and operations and ethical decision making.	24 (12 police managers and 12 members of police association)	Oct 6 - 10, 2008	OPC
	or	TBD	OPP
	24 police managers		
	DRESS		
	Uniform or court attire		
	MISCELLANEOUS NOTES		
	This course can also be delivered on an outreach basis in any suitably equipped training facility.		

Prosecutor/Hearing Officer Course

This course will build on the material covered in the Police Services Act, Complaint Resolution and Human Resource Management Course. This course will provide the candidate with the skills and knowledge necessary to prepare and present prosecutions or conduct hearings into allegations of misconduct under the Police Services Act.

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
- Review of serious complaint investigation, determination of misconduct offense(s), elements to be proven; - Ethical decision making; - Conduct of hearings and authorities; - Evidence presentation, cross-examination and reply techniques; - Presenting and responding to motions; - Submissions on judgments and dispositions; - Responding to motions; - Decision considerations, writing and presentation; - Review of relevant case law.	Full attendance and participation.	This course can also be delivered on an outreach basis in any suitably equipped training facility.
	CERTIFICATION	FEES/DURATION
	Certificate of Attendance will be issued upon completion of course.	\$790 5 days of training
	CLASS SIZE	COURSE DATES/LOCATION
	24 participants.	Nov 3 - 7, 2008 OPC
	DRESS	
Uniform or court attire		
PRE-REQUISITES		
Police officers who may be designated as prosecutors or authorized to conduct hearings under the Police Services Act who have completed the Police Services Act, Complaint Resolution and Human Resource Management Course.		

Transition: Supervision to Leadership

Front-line managers are called to roll out and live the vision and mission of the police service and to create an environment where people are motivated to live it in their daily work. Leadership plays a key role in this calling. Reinforcing leadership principles produce a solid leader at the front-line level.

Transition: Supervision to Leadership presents developing leaders with the opportunity to enhance their leadership skills and knowledge so as to address performance management, personnel, motivation, communication, and supervisory responsibilities, and be effective leaders. In turn, the police service builds the internal capacity to sustain future leadership. Participants will experience applied learning of leadership and gain greater self-awareness and knowledge of others as it applies to their leadership role.

TOPICS	PREREQUISITES	DRESS
- Commitment - Servant leadership - Being a leader - Personality & strengths - Leadership feedback - Leadership principles - Trust - Difficult conversations - Power & influence - Coaching - Emotional survival - Demographics – Workforce generations - Ethics, expectation & accountability - Courage - Action plan 'Live' leadership	This course is intended for uniform and civilian personnel with a minimum of 3-year year's experience in a command role or supervisory position. The candidate must have completed the Front Line Supervisor course, or the Communications Supervisor's course (or equivalent).	Uniform or court attire
		FEES/DURATION
		\$785 4.5 days of training \$435 4.5 days of training
		COURSE DATE/LOCATION
		May 12 - 16, 2008 Niagara Jun 2 – 6, 2008 OPC Sep 15 – 19, 2008 Ottawa Nov 17 – 21, 2008 York Exclusive: Mar 10 - 14, 2008 Peel
	ASSESSMENT STANDARDS	
	The learner will be evaluated on participation in the classroom discussions and practical exercises. Any candidate missing more than 20% (i.e. one day) of the training will receive an incomplete standing.	
	CERTIFICATION	
	Certificate of attendance will be issued upon course completion.	
	CLASS SIZE	
	24 participants	

Stakeholder Relations

Senior police managers have a more global perspective of the balance between the needs of the police service and the needs of its stakeholders. Managing the demands of a diverse client group in a way that maintains excellent service and also caters to social and political agendas is a delicate process. The session examines the interaction between senior police management and the Police Services Board, municipal and provincial political officers, other emergency services and the numerous lobby and interest groups who are clamoring for competing resources. This course is targeted to police managers at the most senior level.

TOPICS	ASSESSMENT STANDARDS	FEE/DURATION
- Partnering with the Police services Board - Interacting with the Political Infrastructure - Connecting with the Community - Managing the Media	Full attendance and participation CERTIFICATION Certificate of attendance upon completion of course.	\$ TBD 2 days of training COURSE DATES/LOCATION Nov 12, 2008 OPC
PRE-REQUISITES	CLASS SIZE	
Students must have completed the LEADER Course or equivalent. This course is designed to serve managers at the most senior level within the organization..	24 participants	
	DRESS	
	Uniform or court attire	

Team Building

This course is designed for police leaders who want to reap the benefits of cohesive, goal oriented and dynamic high-performing teams. Managers will learn how teams develop from groups into high-performing teams, how to deal with conflict, how to manage effective group performance and team building strategies. The approach to learning uses adult education techniques and includes small group work, role-play, videos and lecturesses to provide students with tools to build effective teams.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
- Group dynamics - Characteristics of high performing teams - Group development stage analysis - Communication and conflict - Encouraging and valuing diversity in teams - Group development and situational leadership - Tools for creating a winning team - Group-think	Full attendance and participation	\$210 2 days of training	
	CERTIFICATION	\$120 Satellite training	
	Certificate of attendance upon completion of course.	COURSE DATES/LOCATION	
	CLASS SIZE	Jan 22 – 23, 2008	Halton
	24 participants	Mar 18 – 19, 2008	Peel
PRE-REQUISITES		Mar 13 – 14, 2008	York
		May 8 – 9, 2008	Leamington
		May 14 – 15, 2008	Kingston
		May 21 – 22, 2008	OPC
		May 27 - 28, 2008	Waterloo
This course is open to police service members performing or assigned the duties of team leadership as confirmed by the Chief of Police or delegate.			

RACE RELATIONS AND ADULT EDUCATION TRAINING

To support the college's mandate, the RRAE unit offers both training and supporting roles. The unit trains college instructors and police service trainers in the content, knowledge and skills necessary for the integration of anti-racism/anti-discrimination and adult learning principles and techniques into courses of study.

The unit delivers training that reflects current societal issues and trends and the needs of the Ontario police community, pertaining to all forms of harassment, discrimination, and adversity in the workplace and within the diverse communities they serve.

The unit ensures that train-the-trainer courses offered by the Ontario Police College emphasizes to the trainer the adult learning principles and techniques, the role of the trainer as a police leader, and ensures the integration of ethics in all aspects of training they deliver.

The unit also updates curriculum on a continuous basis to include current methods and trends in training, advises and consults with instructors, serves as an anti-racism/anti-discrimination advisory body and assists in monitoring quality of delivery.

Staff Members	Phone Number	e-mail
David Snoddy Team Leader	519 773 4236	david.snoddy@ontario.ca
Saleha Khan	519 773 4229	saleha.khan@ontario.ca
Karen Mackenzie	519 773 4237	karen.mackenzie@ontario.ca

Aboriginal & Diversity Police Forum

Every two years, the Ontario Police College will provide a province wide forum. This forum will focus on enhancing knowledge and skills to assist your service's efforts towards overall Human Rights and Social Justice issues. The forum is primarily to assist police personnel with direct responsibilities for training and/or community relations.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
Current issues	Full attendance at small group sessions	TBD 3 days of training
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION
Police officers and civilian personnel at all levels.	Certificate of attendance	Scheduled for 2009
CLASS SIZE	DRESS	
100 participants	Uniform or court attire	
	MISCELLANEOUS NOTES	
	Further information will be disseminated through an All Chiefs.	

Diversity Workshop/Seminar Series

Working with police services in Ontario, the College will identify topics for one day professional development workshop or seminar. The overall goal of the workshop and seminar series is to assist police services through discussion and presentation opportunities in support of their continued efforts to provide policing in a pluralistic and multicultural society.

Each session will be an opportunity to explore the many aspects of very current challenges facing police services and commitments to the communities they serve. Each one-day session will provide participants with an overview of the key issues, discussion with keynote presenters and an opportunity to participate in facilitated breakout discussion groups. We welcome topic suggestions and if your service would be interested in hosting a province wide day, please contact any member of the Race Relations and Adult Education Unit.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Aboriginal Communities and First Nations Policing - Global Terrorism and Ontario Policing - Hate Crimes - Equity in Policing	Full attendance at plenary and small group sessions.	Each stand-alone session will be one-day.
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION
Police officers and civilian personnel at all levels.	Certificate of Attendance	Spring 2008 location TBD Fall 2008 location TBD
CLASS SIZE	DRESS	
100 participants	Uniform or court attire	
	MISCELLANEOUS NOTES	
	Details will be provided through dissemination of All Chiefs.	

Facilitating and Assessing Police Learning Course – Level 1

(FORMALLY CALLED FACILITATING ADULT LEARNING)

This course will meet the needs of police/ministry personnel whose duties include facilitation, instruction and presentation for which course design skills are not a requirement. This course will be beneficial for full time and part-time trainers, including subject matter experts (e.g. Use of Force, SOCO, Police

Communicators, GIT, and Domestic Violence) seeking train-the-trainer certification. This course will be useful for members assigned to specialized units (e.g. community response, professional standards, and tactical response) who are interested in enhancing their presentation skills.

The course is designed to enable participants to understand and apply adult education theory, principles and methodologies when facilitating adult learning. This course will require after-hour commitment from the candidate.

MODULES	ASSESSMENT STANDARDS	FEES/DURATION	
• Introduction to Adult Learning • Introduction to Lesson Design • Facilitation Skills	Participants will be required to design and deliver a 30-minute lesson.	\$550 5 days of training \$325 Satellite courses	
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION	
As described in course description.	Certificate will be issued upon successful completion of course requirements.	Mar 3 – 7, 2008	Durham
		Apr 7 – 11, 2008	OPC
CLASS SIZE	DRESS	May 12 – 16, 2008	Ottawa
24 participants	Uniform or court attire	Jul 7 – 11, 2008	Peel
	MISCELLANEOUS NOTES	Jul 28 – Aug 1, 2008	OPC
	This course is a pre-requisite for all OPC Train-the-trainer courses and for the seconded assignments with the Basic Constable Training Program.	Sep 15 – 19, 2008	York
		Dec 1 – 5, 2008	OPC
		Exclusive :	
		Feb 18 – 22, 2008	Halton

Facilitating and Assessing Police Learning Course – Level 2

PILOT/TRANSITIONAL

This course will meet the needs of police personnel whose duties include facilitation and instruction for which course design skills are not a requirement. This course will be beneficial for full time and part-time trainers who are interested in enhancing their physical and judgment skills training and student assessment, and their use of electronic media in training delivery.

The course is designed to enable participants to understand and apply adult education theory, principles and methodologies when facilitating adult learning. This course will require after-hour commitment from the candidate.

MODULES	ASSESSMENT STANDARDS	FEES/DURATION	
To be determined.	Participants will be required to design and deliver a 30-minute lesson.	\$550 5 days of training	\$325 Satellite courses
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION	
Facilitating Adult Learning course	Certificate will be issued upon successful completion of course requirements.	Jan 21 - 25, 2008	OPC
CLASS SIZE	DRESS		
24 participants	Uniform or court attire		
MISCELLANEOUS NOTES			
This course is a pre-requisite for all OPC Train-the-trainer courses for the seconded assignments with the Basic Constable Training Program.			

TRAIN-THE-TRAINER AND FACILITATOR COURSES

The college offers a number of 'Train-the-Trainer' courses aimed at providing candidates with the knowledge and skills to provide high quality and effective in-service training. The BCT program develops qualified trainers through an internship in Defensive Tactics, Firearms and Police Vehicle Operations, and the Police Physical Training facilitators. This format ensures that the learner will have substantial hands-on experience in training with police recruits.

Staff Member	Phone Number	e-mail
Mike Gobeil Domestic Violence Investigation Train-the-Trainer Course	519 773 4268	michael.gobeil@ontario.ca
Chris Lawrence Defensive Tactics Team Leader	519 773 4465	chris.lawrence@ontario.ca
Ken Lester Police Vehicle Operations Team Leader	519 773 4416	kenneth.lester@ontario.ca
Dave McCormack Traffic Training	519 773 4455	dave.mccormack@ontario.ca
Jeff Rutherford Use of Force Trainer	519 773 4271	jeff.rutherford@ontario.ca
Claire Shaw Police Physical Training Team Leader	519 773 4244	claire.shaw@ontario.ca
Michael Girard Firearms Team Leader	519 773 4294	michael.girard@ontario.ca

Carbine Instructor Course

This course prepares candidates to facilitate police officers in carbine training. Upon successful completion, the candidate will be able to effectively develop and implement a dynamic training program to all in-service personnel authorized to carry a carbine.

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
- Safety Rules - Nomenclature - Maintenance - Fundamentals - Shooting Positions - Loading and Unloading - Service Ammunition - Cover/Concealment - Transition to Pistol - Shot Placement - Dynamic Movement - Proficiency Testing - Judgment Drills - Lesson Plan Development - Function Checks - Equipment Selection - Carry Positions - Stoppages/Malfunctions - Reloading - Ballistics - Multiple Threats - Tactical Communication - Proficiency Testing - Facilitation Skills - Use of Force Continuum	Candidates must successfully meet standards in both written and practical proficiency testing. CERTIFICATION Certificate will be issued upon successful completion of course requirements. DRESS Range attire suitable for weather conditions. MISCELLANEOUS NOTES This course is offered as a field school. Police services interested in hosting this course must have a suitable facility available to conduct the training. This would consist of an approved 75 meter shooting range and suitable classroom. An optional fifth day of training conducted by Colt Canada is available. This component would cover "Instructor Maintenance" of the carbine. Successful completion of this session would receive a "Carbine Maintenance Technician" certificate from Colt Canada. CLASS Max 12 participants	- Gun belt with pistol and magazines - Eye and ear protection, baseball cap 200 rounds of pistol ammunition 1000 rounds of carbine ammunition - Body Armour - Police issue carbine (without optics) - Carbine sling would be an asset FEES/DURATION/CLASS SIZE \$360 4 days of training COURSE DATES/LOCATION TBD Waterloo
PRE-REQUISITES This course is open to all police service members assigned or to be assigned as firearms instructors. Previous firearms training and Adult Education certification would be an asset.		

Defensive Tactics Facilitator Course

Through an internship instructional method, concurrent with the Basic Constable Training program, candidates will become skilled in techniques used to instruct police officers in defensive tactics and provide remedial instruction in defensive tactics for annual use of force re-qualification.

Upon successful completion of the course, candidates shall be qualified as defensive tactics instructors.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Criminal Code Authorities Regarding Use of Force - Survival Learning - Survival Stress - Empty hand control - Impact weapon - Grounding techniques - Handcuffing and search (Compliant & Active) - Gun point arrest - Handgun retention - Intervention options - Oleoresin Capsicum & decontamination - Spontaneous response to edged weapon assault - Closed & open dynamic simulation - Remedial training in defensive tactics - Instructional techniques - Tactical communications - Skills Assessment - Escort Consideration - Excited Delirium - Ground Defences	Candidates must meet standards in both written assignment and practical testing. Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment, attitude, and also on their ability to consistently present themselves in a positive and professional manner.	Dress and service issue uniform suitable for instruction.
		FEES/DURATION
		No fees for members of Ontario Police Services for 60 days of training.
	CERTIFICATION	COURSE DATES/LOCATION
	Diploma will be issued upon successful completion of course requirements.	Jan 9 – Apr 4, 2008 OPC
		May 7 – Jul 31, 2008 OPC
		Sep 3 – Nov 27, 2008 OPC
	EQUIPMENT REQUIREMENTS	
	- Complete uniform, gym attire - Service issue duty belt, complete issue - Service issue training branch uniform, suitable for instruction - Duty uniform - Impact weapon	
PRE-REQUISITES	MISCELLANEOUS NOTES	
Basic Constable Training Program	This course is directed to candidates who:	
	- Have demonstrated an ability and willingness to work effectively in a diverse workforce; - Good physical condition; - Have demonstrated an ability to make sound decisions; - Have demonstrated a desire to teach and ability to work well as part of a team; - Have well developed organizational, oral and written skills.	
CLASS SIZE		
4 participants		

Domestic Violence Investigation Train-The-Trainer

This course is designed to build on the knowledge, skills and abilities of the domestic violence investigator to enable the participant to develop and present a service specific Domestic Violence Investigation course (DVI). Candidates for this course are generally members of a Domestic Violence unit or members of a training unit. The course includes the full content of the DVI course, supplemented by further training on the principles of adult learning, effective presentations and specific training techniques for the DVI program.

TOPICS	PRE-REQUISITES	CERTIFICATION
- Domestic Violence Investigation - Community Resources - Relationship Terrorism - Enhanced Investigations - Legal Issues/Court process - Role of the "Domestic Violence Investigator" - Risk Assessment / DVSRF - Sworn Video Statements - Victim Needs / Issues - Firearms - Dual Charging - Strangulation - Children Exposed to "Batterers"	General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards. Prior attendance on a DVI or Facilitated Adult Learning course would be considered an asset.	Certificate and evaluation will be issued upon successful completion of course requirements.
	DRESS	EQUIPMENT REQUIREMENTS
	Uniform or court attire	Current annotated Criminal Code, laptop computer if available, and all available information on community resources in the participant's service area.
	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
TRAINING THE DVI TRAINER	Absence from the course will not be permitted; please plan your course registration accordingly. Prior attendance at either a DVI course or a course on facilitating adult learning will not exempt attendance in this course due to the dynamics of the classroom setting and the sharing of resources and information.	Guest lecturer presentations are intended to provide knowledge and skills as well as to enlarge a working network of resource persons.
		FEES/DURATION
		\$550 5 days of training.
CLASS SIZE	Students will be assessed by a written final examination. You will be required to obtain 75%.	COURSE DATES/LOCATION
24 participants		Apr 14 – 18, 2008 OPC
		Dec 1 – 5, 2008 OPC

Firearms Facilitator Course

This course prepares candidates to facilitate police officers in firearms training, and to conduct remedial instruction in firearms for annual re-qualification.

Through an internship instructional method, concurrent with the Basic Constable Training program, successful candidates will be qualified as firearms instructors.

TOPICS	CLASS SIZE	ASSESSMENT STANDARDS						
- Police Services Act - Safety rules and protocols - Service ammunition and pistol description - Pistol and ammunition firing sequence - Universal cover mode - Fundamentals - Ballistics - Loading and unloading magazines - Proving the pistol safe - Nomenclature - Field stripping the pistol and magazine - Pistol cleaning, lubrication and inspection - Loading techniques - Live fire proficiency exercises - Police challenge - Cover/concealment - Immediate action drills - Proficiency testing - Survival triangles - Stress and stress management - Tache psyche effect - Unusual shooting positions - Close quarter skills - Flashlight techniques - Movement, pivot, and traverse, forward and backward - Action planning - Single handed shooting - Multiple threats - Firearms identification - Shoot, move and communication drills - Critical incident stress - Judgment drills and live fire simulations	2 participants PRE-REQUISITES This course is open to all police service members assigned or to be assigned as firearms instructors. It is recommended that candidates have a minimum of three years police experience. DRESS Service issue training branch uniform suitable for instruction. Some events may require your regular duty uniform to be worn. EQUIPMENT REQUIREMENTS Service issue duty belt and service issue firearm. MISCELLANEOUS NOTES This course is directed to candidates who: - Have demonstrated an ability and willingness to work effectively in a diverse workforce; - Are in good physical condition; - Have demonstrated an ability to make sound decisions; - Have demonstrated a desire to teach and ability to work well as part of a team; - Have well developed organizational, oral and written skills.	Candidates must meet standards in both academic and practical testing components. Candidates will be assessed throughout the course with respect to knowledge, skills, abilities, confidence, judgment, and attitude. CERTIFICATION Diploma will be issued upon successful completion of course requirements. FEES/DURATION No fees for members of Ontario Police Services for 60 days of training. COURSE DATES/LOCATION <table><tr><td>Jan 9 – Apr 4, 2008</td><td>OPC</td></tr><tr><td>May 7 – Jul 31, 2008</td><td>OPC</td></tr><tr><td>Sep 3 – Nov 27, 2008</td><td>OPC</td></tr></table>	Jan 9 – Apr 4, 2008	OPC	May 7 – Jul 31, 2008	OPC	Sep 3 – Nov 27, 2008	OPC
Jan 9 – Apr 4, 2008	OPC							
May 7 – Jul 31, 2008	OPC							
Sep 3 – Nov 27, 2008	OPC							

Police Physical Training Facilitator Course

This course prepares candidates to facilitate core components of uniform Police Physical Training (PPT). Through an internship instructional method, concurrent with the Basic Constable Training program, candidates will become skilled in educating and motivating others to pursue lifelong fitness and wellness and to successfully complete job-related physical tasks.

TOPICS	PRE-REQUISITES	ASSESSMENT STANDARDS
- Why officers need to be fit - Exercise planning - Proper warm-up and cool down - Goal setting - Injury prevention - Proper jogging/running technique - Strength training - Police specific physical training - Interval training - Circuit strength and endurance training - Nutrition and policing - Stress management - Smoking and alcohol - Shift work and policing - Aquatics and policing - Back care and policing - Body composition - Body mass index - Ontario Police Fitness Award (OPFA) - Physical Readiness Evaluation for Police (PREP) - Law Enforcement Officer Performance and Reaction Drill (LEOPARD) - Fitness marketing/promotion - Certified Fitness Consultant Certification (CFC)	This course is open to all police service members assigned to or to be assigned to (full time, part time, volunteer) promoting physical training / physical fitness / wellness within the work setting. Fitness level equivalent to successful completion of the Ontario Police Fitness Award.	Candidates must meet standards in both written assignment and practical testing. Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment and attitude, and their ability to consistently present themselves in a positive and professional manner.
	MISCELLANEOUS NOTES	CERTIFICATION
	This course is directed to candidates who: - Have demonstrated an ability and willingness to work effectively in a diverse workforce; - Are in good physical condition; - Have demonstrated an ability to make sound decisions; - Have demonstrated a desire to teach and ability to work well as part of a team; - Have well developed organizational, oral and written skills.	Diploma will be issued upon successful completion of course requirements.
		EQUIPMENT REQUIREMENTS
		Complete uniform, gym attire, business attire.
		FEES/DURATION
		No fees for members of Ontario Police Services for 60 days of training.
		COURSE DATES/LOCATION
		Jan 9 – Apr 4, 2008 OPC May 7 – Jul 31, 2008 OPC Sep 3 – Nov 27, 2008 OPC
CLASS SIZE		
2 participants	Court attire or uniform and service issue uniform suitable for instruction.	

Police Vehicle Operations Facilitator Course

This course prepares candidates to facilitate core components of uniform Police Vehicle Operations (PVO) training.

Through an internship instructional method, concurrent with the Basic Constable Training program, candidates will become skilled in training both cooperative and reactive police driving concepts and techniques. Methods of instructing these techniques are consistent with adult education strategies and most current course design. Course content conforms to current Ontario Adequacy Standards and Regulations.

TOPICS	DRESS	ASSESSMENTS STANDARDS
- Driver psychology - Cooperative police driving concepts - Maneuverability skills - Reactive vehicle control skills - Skid control - Cornering techniques - Vehicle dynamics - Setting objectives - Suspect Apprehension Pursuit tactics - Use of "tire deflation devices" - Environmental factors - Training vehicle modifications - Practical exercise design - Adult education principles - Suspect Apprehension Pursuit Regulations	Service issue uniform suitable for instruction and working. Dress uniform or suitable Court attire for civilians. PVO working uniform to be purchased at candidates' expense.	Candidates must meet standards in both written and practical testing. Candidates will be assessed throughout the course with respect to knowledge, skills, judgment, attitude and facilitation skills, and are expected to consistently present themselves in a professional and positive manner.
	EQUIPMENT REQUIREMENTS	
	Service policies and procedures regarding operation of departmental vehicles.	
	MISCELLANEOUS NOTES	
	Candidates should have knowledge of the types of vehicles and specific options of their sponsoring agency's fleet.	
PRE-REQUISITES		CERTIFICATION
Minimum three years police experience, or three years driver training experience.	This course is directed to candidates who: - Have demonstrated an ability and willingness to work effectively in a diverse workforce; - Are in good physical condition; - Have demonstrated an ability to make sound decisions; - Have demonstrated a desire to teach and ability to work well as part of a team; - Have well developed organizational, oral and written skills.	Diploma will be issued upon successful completion of course requirements.
CLASS SIZE		FEES/DURATION
1 participants		No fees for members of Ontario Police Services for 60 days of training.
		COURSE DATES/LOCATION
		Jan 9 – Apr 4, 2008 OPC May 7 – Jul 31, 2008 OPC Sep 3 – Nov 27, 2008 OPC

Radar/Lidar Instructor Training Course

This seven-day course is intended for experienced police officers currently certified as Radar/Lidar Operators. The course will include practical field exercises designed to give every student direct first hand experience in proving the accuracy of Radar/Lidar in moving and stationary mode.

TOPICS	PRE-REQUISITES	CERTIFICATION
- Radar/Lidar Policy and Procedure - Basic Theory of Radar & Lidar - Importance of Speed Management - The Doppler Principle - Cosine Angle Effect Moving & Stationary Radar - Sources of Interference - Radar/Lidar Detecting & Jamming Devices - Officer health and Safety - Radar and Lidar Operational Procedure Stationary and moving - Equipment Limitations - Equipment Maintenance - Direction Sensing "Fastest Target Feature" - Same Direction Radar - Legal Requirements/Case Law & Court Preparation & Testimony - Visual Speed Estimations - Target Identification Exercises - Setup & Test Procedures	Certified Radar /Lidar Operator CLASS SIZE 12 participants ASSESSMENT STANDARDS Practical evaluation and course end examination as well as classroom presentations. DRESS Uniform and suitable seasonal clothing for participation in outdoor practical training.	Certificate will be issued upon successfully completion of course requirements. FEES/DURATION \$765 7 days of training COURSE DATES/LOCATION Apr 28 – May 6, 2008 OPC

Shotgun Instructor Course

This course prepares candidates to facilitate police officers in shotgun training. Upon successful completion, the candidate will be able to effectively develop and implement a dynamic training program to all in-service personnel authorized to carry a shotgun.

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS
- Safety Rules - Nomenclature - Maintenance - Fundamentals - Shooting Positions - Loading and Unloading - Service Ammunition - Cover/Concealment - Transition to Pistol - Shot Placement - Movement - Judgment Drills - Coaching - Course Design - Function Checks - Equipment Selection - Carry Positions - Stoppages/Malfunctions - Reloading - Ballistics - Range Commands - Multiple Threats - Tactical Communication - Proficiency Testing - Facilitation Skills - Demonstration/Lecture - Conducting Range Exercise	Candidates must successfully meet standards in both written and practical proficiency testing. Full attendance is required. CERTIFICATION Certificate will be issued upon successful completion of course requirements. DRESS Range attire suitable for weather conditions. MISCELLANEOUS NOTES This course is offered through outreach only. Police services interested in hosting this course must have a suitable outdoor facility available to conduct the training. A day prior to course will be a "setup" day for facilitator. CLASS	- Gun belt with pistol and magazines - Eye and ear protection, baseball cap 200 rounds of standard OOB buckshot 200 rounds of standard #7½ birdshot 50 rounds of pistol ammunition 75 rounds of standard 1 oz slug - Body Armour - Police issue shotgun - Whistle FEES/DURATION/CLASS SIZE \$ 290 3 days of training COURSE DATES/LOCATION TBD York
PRE-REQUISITES This course is open to all use-of-force trainers and firearms instructors.	Max 12 participants	

Use of Force Trainer Course

This course prepares candidates to conduct annual re-qualifications and refresher training as required under *O. Reg. 926* under the PSA and related provincial guidelines.

Utilizing previous training and education in adult learning methodologies, the candidate will become skilled in providing police officers with refresher and re-qualification training in use of force concepts, judgment training, defensive tactics, firearms tactical communications and officer safety.

PRE-REQUISITES	EQUIPMENT REQUIREMENTS	ASSESSMENT STANDARDS
- Minimum of first class constable; - Fitness equivalent to OPC fitness award (must attach a copy of current OPF award and appraisal form); - Successful completion of Facilitating Adult Learning, Adult Ed, Instructional Techniques course or equivalent.	- Approved security holster and belt - Body Armour - Clothing suitable for outdoor training (boots, rain gear, hat, etc.) - Eye and ear protection - Duty flashlight - Handcuffs and key - Mouth guard - Police service firearms qualification course of fire - Police service policy regarding use of force, search of prisoners and handcuffing - Protective cup - Running or cross-trainer shoes - Sweat socks - Service issue baton - Service issue firearm and 3 mags - Sweat pants and T-shirts - Whistle	Candidates must meet standards in both written and practical testing. Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment and attitude, and their ability to consistently present themselves in a positive and professional manner.
CLASS SIZE		FEES/DURATION
20 participants		\$2,035 15 days of training
CERTIFICATION		COURSE DATES/LOCATION
Diploma will be issued upon successful completion of course requirements.		Apr 14 – May 2, 2008 OPC Aug 11 – 29, 2008 OPC Dec 1 – 19, 2008 OPC
	DRESS	
	Service issue training branch uniform suitable for instruction. Some events may require your regular duty uniform to be worn.	

SPECIAL CONFERENCES / SEMINARS / WORKSHOPS AND FOCUS GROUPS

Subject to availability, the facilities of the Ontario Police College may be made available to Police Services, or agencies to host special conferences or workshops. Letters of inquiry should be submitted to the Registrar, stating all the particulars of the request. Requests will be assessed based on availability of space and resources. Use of facility fees may apply.

During the last few years, the Ontario Police College has been pleased to accommodate the following conferences/seminars/workshops and focus groups:

- Applicant Testing Services
- BCT P.E.A.C.E. Team
- Canadian Wildlife Enforcement Unit
- Canada Blood Services
- Canada Border Services
- Canine Unit Training
- The Centre for Forensic Sciences
- Child Abuse/Sexual Assault Seminar
- C.I.S.O. Courses
- Clandestine Laboratories Awareness for Emergency Personnel
- CN Police
- Community Police Mobilization Program
- Cooperative Driving/Reactive Skills
- Court Security
- C.P.I.C. Renewal
- Crime Mapping and Analysis Seminar
- Defensive Tactics Focus Group
- Domestic Violence Coordinators Conference
- Drug Abuse Resistance Education (DARE)
- Drug Enforcement for Front Line Officers
- Drug Recognition Expert
- Emergency Response Units
- Firearms Testing
- Geospatial Policing Seminar
- Great Lakes Police Motorcycle Conference
- High-Risk Vehicle Stop Training
- Institute for Law Enforcement Administration
- LEOPARD Challenge
- MAG Enforcement Officer Training
- Malahide Fire Department Training
- Ontario Association of Chiefs of Police Traffic Seminar
- Ontario Association of Police Educators Conference
- Ontario Police Forces Planning Association
- Ontario Police Video Training Co-operative
- Ontario Provincial Police NCO Training
- Ontario Provincial Police Digital Training
- Ottawa Police Experience
- Appraiser Workshop (PREP)
- Police Association of Ontario
- Police Fitness Personnel of Ontario
- Policing Services Division
- Anti Discrimination & Diversity Issues in Policing Forum
- RCMP
- Technical Traffic Operations
- Toronto Winged Wheels

OPC would like to offer a special thank you to all those organizations that have used our facilities. We look forward to working together with you to accommodate your future needs.

Drug Abuse Resistance Education Officer's Training Course (D.A.R.E.)

This training course is available to sworn police officers who have at least two years experience in policing. During this two-week training, officers will learn how to facilitate training in the D.A.R.E. program for elementary children, grades 7 & 8, and also training as a School Resource Officer. The D.A.R.E. program is widely recognized throughout the world as the leading educational program to teach children about the harmful effects of substance abuse and violence. They also learn how to improve self-esteem and self-confidence to say no to harmful substances.

<u>DRESS</u>	<u>CLASS SIZE</u>	<u>COURSE DATES/LOCATION</u>	
Uniform or court attire	24 participants	Apr 14 – 25, 2008	OPC
		Dec 1 – 12, 2008	OPC
<u>DURATION</u>	<u>COURSE FEE</u>	<u>REGISTRATION DETAILS</u>	
10 days of training	\$950 10 days of training	For registration details please contact: Harry Lawrenson D.A.R.E. Training Facilitator c/o O.P.P. Nottawasaga Detachment Constable Selection System Telephone 1-905-729-4004 or e-mail: harry.lawrenson@ontario.ca	

Geographic Profiling Analysis I – The Geography of Crime

In partnership with Environmental Criminology Research Inc., the Ontario Police College is pleased to host their successful Geographic Profiling Analysis courses.

Geographic Profiling Analysis I – The Geography of Crime is the first course in a two-course series that leads to the Geographic Profiling Analyst certification issued by the Committee for Geographic Profiling Analysis Training and Certification (CGPATC)

This course is a basic introduction to the concepts and theory of geographic analysis, and is generally open to all interested parties of police services: analysts, detectives, investigators, unit managers, academics.

TOPICS	DRESS	FEES/DURATION
- Behavioural Geography - Environmental Criminology - Crime Pattern Theory - Geography of Crime - Displacement - Criminal Hunting Grounds, Target Backcloth - Journey-to-Crime - Serial Arson, Robbery, and Burglary - Linkage Blindness and Analysis - Crime Linkage - Geographic Profiling	Uniform or court attire MISCELLANEOUS NOTES Fees include course materials, accommodations and meals. Further course details, daily schedule, and registration form is available online, see details below. Classes will run from 8:30 – 5:00 daily and 8:30 – 12:00 on Friday	\$1,100.00 Cdn Funds (plus GST) 5 days of training (Monday – Friday) Fees payable directly to Environmental Criminology Research. COURSE DATES / LOCATION April 14 – 18, 2008 OPC REGISTRATION DETAILS - Registration will be accepted on a first-come/first serve basis. - A student is not considered registered until course fees are paid. - Refund deadline: March 15th, 2008. Refund is not possible after this date.
PRE-REQUISITES	CLASS SIZE	
Class is open to sworn and civilian personnel.	30 participants	
ASSESSMENT STANDARDS		
Full attendance required Final exam at end of week		
CERTIFICATION		
Upon completion of this course, delegates will receive a Certification of Completion from the CGPATC and are eligible to take Geographic Profiling Analysis II		Online: www.GeographicProfiling.com Phone: (+1) 604.718.2065 Fax: (+1) 604.718.2051 E-mail: sales@GeographicProfiling.com Mail: ECRI 212 – 1807 Maritime Mews, Granville Island Vancouver, BC, V6H 3W7 Canada

Geographic Profiling Analysis II – Rigel Analyst

In partnership with Environmental Criminology Research Inc., the Ontario Police College is pleased to host their successful Geographic Profiling Analysis courses

Geographic Profiling Analysis II – Rigel Analyst is the second course in a two-course series that leads to the Geographic Profiling Analyst certification issued by the Committee for Geographic Profiling Analysis Training and Certification (CGPATC)

This course is a hands-on instructional course that focuses on applying geographic profiling techniques to actual cases (historical and active). The Rigel Analyst software is introduced and is used extensively in this part of the course. Some familiarity of GIS systems will be an asset, but is not essential.

Qualifying students will receive a fully functional version of the Rigel Analyst software valid for 6 months (Microsoft MapPoint software is not supplied but can be purchased at registration time).

This course would be of interest to law enforcement personnel involved in active investigations (analysts, investigators etc).

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Geographic Information Systems - Data Layers - MapPoint - Rigel Analyst - CGT Algorithm and other Mathematical concepts - Investigative Strategies - Interpreting a Geo-profile - Scenario Creation - Case examples - Agency Case	Full attendance required Final exam at end of week CERTIFICATION To complete the final phase of the GPA training and to obtain certification, students will be required to profile an active case to the satisfaction of the instructor and/or another geographic profiler. It is expected that the students will be able to complete this task within the 6-month software evaluation period. There is no limit on the number of cases that the student can profile during this period.	\$1,250. (Cdn Funds plus GST) 5 days of training Fees payable directly to Environmental Criminology Research.
PRE-REQUISITES	MISCELLANEOUS NOTES	COURSE DATES / LOCATION
Geography Profiling Analysis I. Class is open to sworn and civilian personnel.	Fees include course materials, accommodations and meals. Further course details, daily schedule, and registration form is available online, see details below. Classes will run from 8:30 – 5:00 daily and 8:30 – 12:00 on Friday	Apr 21 - 25 , 2008 OPC
DRESS		REGISTRATION DETAILS
Uniform or court attire		- Registration will be accepted on a first-come/first serve basis. - A student is not considered registered until course fees are paid. - Refund deadline: March 15th, 2008. Refund is not possible after this date.
CLASS SIZE		Online: www.GeographicProfiling.com Phone: (+1) 604.718.2065 Fax: (+1) 604.718.2051 E-mail: sales@GeographicProfiling.com Mail: ECRI 212 – 1807 Maritime Mews, Granville Island Vancouver, BC, V6H 3W7 Canada
30 participants		

Ontario Association Of Chiefs Of Police (OACP)

Constable Selection System (CSS) Essential Competencies

Interview & Background Investigation Training

The **Essential Competency Interview (ECI)** course is offered to licensed police service personnel who will be administering the behavioral event interviews as part of the OACP CSS.

The **Background Investigation (B/G)** Course is offered to licensed police service personnel who will be administering the OACP CSS Background Investigation process.

ADDITIONAL COURSES OFFERED:

- Liaison Workshop
- PREP Appraiser Training (or Refresher)
- ECI Coaches Training
- ECI/BG Facilitators Training

COURSE DATES/LOCATION

TBD

REGISTRATIONS DETAILS

For further information or registration details, please contact OACP CSS Operations:

Carol Shaw

Tel: (800) 513-9652

e-mail: carolshawats@on.aibn.com

or

Heather Cammaert

Tel: (800) 429-7728 ext. 28

e-mail: heathercss@on.aibn.com

540 Clarke Rd. Unit 14

London, ON N5V 2C7

Fax: (519) 659-8757

NOTE: Police Services will be notified if a course will be cancelled due to insufficient registration

Police Fitness Personnel Of Ontario (PFPO)

Fitness Appraisers Course

Fitness appraisal has long been used to motivate individuals to increase their physical activity and to develop healthy lifestyles. The training that they receive on this course, will result in the ability to assess the major components of fitness in apparently healthy individuals using Ontario Police Fitness Award testing.

TOPICS	MISCELLANEOUS NOTES	FEES/DURATION
- The importance of due diligence in screening, testing and supervision, intervention and emergency response and release of clients - The screening and assessment protocol procedures for the Ontario Police fitness Award and correctly score assessment results - The major fitness principles involved in exercise testing for individuals to successfully complete the Ontario Police Fitness Award - The importance of professional deportment while administering the Ontario Police Fitness Award.	Accommodation and meals will be included in PFPO registration fee.	\$560 5 days of training. Fees will be paid directly to PFPO
	DRESS	COURSE DATES/LOCATION
	Fitness apparel (golf shirt, track pants/suit)	Apr 28 – May 2, 2008 OPC
	CLASS SIZE	REGISTRATION DETAILS
	24 participants	Register online at: www.pfpo.org
	ASSESSMENT STANDARDS	
	Successful completion of a practical and theoretical examination is required.	
PRE-REQUISITES	CERTIFICATION	
This course is open to candidates interested in using physical fitness appraisal to promote health, fitness and wellness within their workplace. Prior training in the areas of human anatomy, human physiology, exercise physiology, wellness, fitness, health promotion, human behavior, communications and counseling is recommended. Current CPR (valid for 1 year from the date of issue) and First Aid certifications is required.	All candidates successfully completing the course will receive the Police Fitness Personnel Of Ontario Certified Police Fitness Appraiser's Course certificate.	

Teaching Diversity: Train-The-Trainer

In partnership with the Institute for Law Enforcement Administration the Ontario Police College is pleased to host their successful Diversity Train the Trainer course. Successful completion of this four and one-half day program will prepare officers academically and practically to conduct cultural diversity training within their organizations and academies.

Our society is in transition, and it is becoming more diverse every day. Employees come from a variety of religious backgrounds, live with disabilities, and share many other characteristics that, for years, that were not acknowledged and/or supported in the workplace. In addition, law enforcement is charged with relating to all segments of the communities they serve in a fair and impartial manner. Therefore, familiarization with communication styles, customs, language and behavior patterns of various cultures, ethnic groups and non-traditional populations will effectively enhance the quality of police services and departmental image.

Shared knowledge of various populations will enhance officer safety, and is likely to increase understanding and empathy in the process of improving police-citizen contacts.

TOPICS	PRE-REQUISITES	FEES/DURATION
- Linking multi-cultural education and officer safety - The demographic shifts in our population - Communication styles associated with various groups within Canada and the U.S. - Adult learning in a law enforcement environment - Police racial profiling and public perceptions - Creating or maintaining a workplace that welcomes and appreciates differences - Successful programs and philosophies for teaching cultural diversity - Establishing, building and maintaining an in-house cultural diversity training program - The history and psycho-social effects of prejudice, discrimination and racism - Strategies for teaching cross-cultural communications skills to officers - Recognizing and affirming all employees - Strategies for reducing prejudice and discrimination - In-depth examination and discussion of classic and contemporary diversity-related literature	- Police instructors - Community relations specialists - Community advocates - Police managers/supervisors - Police trainers and police personnel	\$950 US 5 days of training (payable directly to Institute for Law Enforcement Administration)
	ASSESSMENT STANDARDS	COURSE DATES/LOCATION
	Full attendance required	Apr 28 – May 2, 2008 OPC
	CERTIFICATION	REGISTRATION DETAILS
	Upon completion of the program, delegates will receive a Certificate from the Institute for Law Enforcement Administration (a division of The Centre for American and International Law).	Online: www.theilea.org Phone: 1-800-409-1090 Fax: 1-972-244-3431 E-mail: ilea@cailaw.org Mail: Registrar Institute for Law Enforcement Administration 5201 Democracy Drive, Plano, TX 75024
	DRESS	
	Uniform or court attire	
	CLASS SIZE	
	30 participants	
	MISCELLANEOUS NOTES	
	Brochures with registration form available online, see registration details.	

OFFICE OF THE REGISTRAR

ADMISSIONS ELIGIBILITY

Students are eligible for all regularly scheduled courses in the following order:

Members of PROVINCIAL, MUNICIPAL POLICE and FIRST NATIONS POLICE SERVICES in Ontario.

Members of OTHER AUTHORIZED POLICE SERVICES in Ontario.

Members of OUT-OF-PROVINCE and OUT-OF-COUNTRY POLICE SERVICES.

Personnel of GOVERNMENT MINISTRIES, BOARDS, AGENCIES OR COMMISSIONS whose functions are law-enforcement related.

Other students as authorized by the director

In order to ensure an equitable distribution of class space among all services, it is necessary for the College to limit the number of positions available in certain courses. Candidates are put on a waiting list when courses are full.

ATTENDANCE

The course coordinator must authorize absence from any course.

APPLICATIONS

Fully completed application forms must be received by the Registrar no later than two weeks before the start of the course or the confirmed space(s) will be reallocated.

Where a course requires pre-requisites, applications must have the Chief /Commissioner or a designee's signature on the application confirming that the individual has attained the pre-requisites.

CANCELLATIONS AND REPLACEMENTS

In the event of a cancellation or replacement, the office of the Registrar must be notified immediately in writing, by fax or e-mail.

EXPENSES

Meals and accommodation are not supplied for courses held off campus. Costs associated with these services, as well as travel, are the responsibility of the police service.

Travel expenses for police services are paid using a distance of 250 km from the College as point zero. Payments will be at a rate approved by the Policing Services Division of the Ministry of Community Safety and Correctional Services.

Travel expenses will not be paid for seminars, workshops or conferences.

Mileage is not paid for travel to and from local hotel/motel accommodations to OPC.

FINANCIAL ARRANGEMENTS

Payment is due first day of course.

All cheques are to be made payable to The Minister of Finance. Payment will be accepted by cheque, money order, VISA, MasterCard, AMEX or debit card. NSF cheques will be subject to a \$35 administration fee.

Fees for Basic Constable Students

All Basic Constable students from Ontario Police Services are required to pay a fee of \$7,500 (exclusive of GST).

Fees for Senior and Special Courses

Each OPC senior and special course carries an associated fee for both on-site and Satellite courses. The course descriptions include the respective fees.

Use of Facility Fees

All facilitating agencies will be invoiced upon confirmation of seminars, workshops or conferences. These agencies are responsible for the collection of any fees from their members and making payment to OPC two weeks prior to event commencement. No refunds will be issued.

Additional Fees

Additional fees may apply in special circumstances. Refer to course description for specific details.

Out-of-Province Students

Students from outside of Ontario will be charged an additional 50% of the published registration fee.

JOINING INSTRUCTIONS

Joining instructions and letters confirming seat allocations will be issued 6 weeks prior to course commencement. Applications must be received by the registrar's office two weeks prior to course.

MEDICAL REQUIREMENTS

Where physical training activities are an integral part of a program, candidates must have medical clearance to participate. Refer to the course description for details. Students arriving without such clearance will not be admitted to the program.

PHYSICAL FITNESS

Although physical fitness is not mandatory for the majority of courses (see course descriptions for details), all students are encouraged to bring those items, which will permit them to participate in personal recreational activities or team sports.

OPC Guide to Coordination of Satellite and Police Service Delivered Courses

In order to better meet training needs of police services in Ontario, the OPC has elected to offer a number of courses using alternative delivery modes. Four (4) options are available for high demand courses:

1. Traditional delivery at OPC
2. Satellite Delivery
 - Delivered by OPC staff at a location away from the OPC campus in Aylmer
3. Partnership Delivery
 - Delivered at a location away from the OPC campus
 - OPC provides one (1) instructor to assist the Police Service facilitators
4. Police Service Delivered
 - OPC provides course material
 - Police service staff facilitate instruction
5. Canadian Police Knowledge Network
 - Blended training combining e-learning and classroom training (coming in Spring 2008)

The Ontario Police College may impose limits (minimum / maximum) on the number of students in any course. The remainder of this document outlines the responsibilities of OPC and the host agency for these four delivery modes.

HOW TO BECOME A SITE FOR THE DELIVERY OF OPC COURSES

If you intend to offer courses at your home service, or you wish access to resource materials The Chief of Police / Commissioner or designate should:

1. Review Ontario Police College Protocol;
2. Decide on delivery options as indicated above;
3. Indicate during the needs assessment review, or allocation process interest in hosting or at other times communicating a request to the Director of the Ontario Police College, indicating a desire to deliver a course or courses;
4. Identify at least one (1) person as an "in-house" coordinator for each course. The coordinator for partnership or police service delivered courses is not required to participate as a student on the course, but may be required to understudy one (1) course at either an on- or off-site facility;
5. Review the requirements of each off-site course as detailed in the course description.

For satellite courses the host agency is responsible for:

1. Ensuring adequate resources are provided, including:
 - Classroom(s) – equipped with writing boards
 - Access to a photocopying machine
 - One (1) VHS format video cassette player (for classroom viewing) – changes are forthcoming as we move to DVD format with a VHS option
 - One (1) monitor (for classroom viewing)
 - One (1) flip chart for each group of five (5) students
 - One (1) overhead projector
 - One (1) data projector
 - Suitable space for practical exercises to be staged – i.e. classroom, hallways, offices, parking lot, etc
2. Providing the OPC Registrar's office with the following information:
 - Whether meals, coffee etc. are provided for students
 - Where to obtain accommodation if required
 - Directions to the site location / parking
 - Confirmation of dates and times of course
 - Contact information for local site coordinator
 - Advising of dress requirements (eg: uniform, court attire or other)
3. Providing the following:
 - Rental of classroom space

- Parking
- Course equipment
- Class photographs, if desired
- Other necessary equipment as required for specific courses
- Any costs related to the classroom / scenario locations

For partnership courses the host agency is responsible for:

1. Ensuring adequate resources are provided including:
 - Classroom(s) - equipped with writing boards
 - Access to a photocopying machine
 - One (1) VHS format video cassette player (for classroom viewing) – changes are forthcoming as we move to DVD format with a VHS option
 - One (1) monitor (for classroom viewing)
 - One (1) flip chart for each group of five (5) students
 - One (1) overhead projector
 - One (1) data projector
 - Suitable space for practical exercises to be staged - i.e. classroom, hallways, offices, parking lot, etc.
2. Providing the OPC Registrar's office with the following information:
 - Whether meals, coffee etc. are provided for students

- Where to obtain accommodation if required
 - Directions to the site location / parking
 - Confirmation of dates and times of course
 - Contact information for local site coordinator
 - Advising of dress requirements (eg: uniform, court attire or other)
3. Providing the following:
- Rental of classroom space
 - Parking
 - Course equipment
 - Class photographs, if desired
 - Other necessary equipment as required for specific courses
 - Any costs related to the classroom / scenario locations
- For police service delivered courses the host agency is responsible for:
1. Ensuring that lessons are delivered as designed.
 - Any deviation from the O.P.C. Facilitator Guides must be approved prior to the course
 - Electives are chosen by the host agency
 2. Ensuring adherence to conditions and pre-requisites as set out in the current course calendar, allocating positions on courses.
 3. Ensuring adequate resources are provided including:
 - Instructional staff including volunteers, guest lecturers
 - Classroom(s) – equipped with: writing boards, one (1) monitor (for classroom viewing), flip charts, overhead projector, VCR
 - Access to a photocopying machine
 - One (1) VHS format video cassette player (for classroom viewing) – changes are forthcoming as we move to DVD format with a VHS option
 - One (1) data projector
 - Duplication of lesson plans and study guides
 - Suitable space for practical exercises to be staged – i.e. classroom, hallways, offices, parking lot, etc.
 - Class photograph
 - Issuing name tags
 4. Issuing name tags and desk cards, if so desired
5. Sending out joining instructions with the following information to the participants:
 - Meals, accommodation, site directions, parking
 - Dates and times of course
 - Phone number and contact name to call for further direction or questions
 - Dress code
 6. The host agency coordinator is responsible for:
 - Submitting a course syllabus to the OPC Coordinator for approval prior to each course being offered
 - Forwarding the following documentation to the OPC Registrar, within two weeks of completion of the course:
 - Location of training and name of host agency and coordinator
 - Completed application forms
 - Class lists indicating attendance and ensuring correct spelling of names
 - Examinations including all answer sheets
 - Course syllabus with names of instructors
 - Indication of met standards / did not meet standard or pass / fail including confirmation that the course was delivered in accordance with OPC course training standards

Attention:
 Nicole Adams, Registrar
 Ontario Police College
 10716 Hacienda Road
 Aylmer ON N5H 2T2

Enclosed are the required documents for the following Police Service Delivered Course.

Name of Course:
Host Agency:
Host Coordinator:
Dates of Course:
Location of Training
☐ Completed application forms
☐ Class lists indicating attendance and ensuring correct spelling of names
☐ Examinations including all answer sheets
☐ Course syllabus with names of instructors
☐ Indication of met standards / did not meet standard or pass / fail

I confirm that the course was delivered in accordance with OPC course training standards.

Print name: _____
 Chief of Police /
 Commissioner of the OPP or designate

Date: _____

Signature: _____



ONTARIO POLICE COLLEGE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Student Application Form

(Please Print)

Fully completed application must be received two weeks prior to course commencement.

COURSE NAME

COURSE DATE

COURSE LOCATION

Surname (if other name previously used, write in brackets)

First Name

Middle Name

Employer: Ontario Provincial Police/Municipal Police Service/Other

Rank / Title

Previous Police Employer eg: OPP/Municipal/RCMP

e-mail:

Employment date

MM / DD / YY

☐ Male

☐ Female

Badge / Service No. (if applicable)

D.O.B.

MM / DD / YY OR

Student Number

Ontario Health Card Number

COURSE PREREQUISITES / RELATED POLICE TRAINING

Date

Course/Training/Other Equivalent

Training Agency Name/Location

MM / DD / YY

MM / DD / YY

Signature (student)

Signature (Chief/OPP Commissioner/designate)

NOTE: Submission of completed application presumes authorization from the applicant's agency.
Applications not completed in full with prerequisites may be delayed or deferred.

SENIOR COURSES ONLY - METHOD OF PAYMENT

A) MasterCard ☐ VISA ☐ American Express ☐

Card No.

Exp. Date

Signature

B) Cheque/Money Order (payable to "Minister of Finance") ☐

Interac (day of course) ☐

SPECIAL MEDICAL / DIETARY CONSIDERATIONS

Please include any medical condition which will require accommodation within the meaning of the Human Rights Code for handicap as defined under the Code. Please attach supporting medical documentation.

Please list any special dietary requirements (with as much detail as possible). On arrival at O.P.C. please contact the Health Nurse who will arrange an appointment with the Food Services Manager to ensure your requirements are met.

FOR THE BASIC CONSTABLE TRAINING PROGRAM ONLY

THE FOLLOWING FOUR CONDITIONS MUST BE CERTIFIED AS TRUE AND CORRECT
BY THE POLICE OFFICER AND THE
CHIEF OF POLICE / OPP COMMISSIONER

1. The sponsoring police service has established that the student has met each of the eligibility criteria set out under S. 43(1) of the *Police Services Act*;
2. the Police Services Board/Chief/Commissioner has made a formal appointment of the student as a police officer/cadet/employee under S. 31(1)(a), or S. 18(4) of the *Police Services Act*; as the case may be;
3. the Police Services Board/Commissioner is employing the student on a full-time basis while the student is in attendance at this college; and
4. subject to the *Police Services Act* and the *Public Service Act*, as the case may be, and relevant agreements, the Police Services Board/Commissioner will continue to employ the student as a full-time police officer upon successful completion of training.

Signature (student)

Date

Signature (Chief/OPP Commissioner)

Date



**ONTARIO POLICE COLLEGE
MINISTRY OF COMMUNITY SAFETY AND
CORRECTIONAL SERVICES**

Application Form – FIRST NATIONS

(Please Print)

Fully completed application must be received two weeks prior to course commencement.

COURSE NAME

COURSE DATE

COURSE LOCATION

Surname (if other name previously used, write in brackets)

First Name

Middle Name

Employer: Ontario Provincial Police/Municipal Police Service/Other

Rank / Title

Previous Police Employer eg: OPP/Municipal/RCMP

e-mail:

Employment date

MM / DD / YY

☐ Male

☐ Female

Badge / Service No. (if applicable)

D.O.B.

MM / DD / YY OR

Student Number

Ontario Health Card Number

COURSE PRE-REQUISITES/RELATED POLICE TRAINING

Date

Course/Training/Other Equivalent

Training Agency Name/Location

MM / DD / YY

MM / DD / YY

(Senior Student please sign below, Basic Constable reverse)

Signature (student)

Signature (C.O. or designate)

NOTE: Submission of completed application presumes authorization from the applicant's agency. Applications not completed in full with prerequisites may be delayed or deferred.

SPECIAL MEDICAL / DIETARY CONSIDERATIONS

Please include any medical condition, which will require accommodation within the meaning of the Human Rights Code for a handicap as defined under the Code. Please attach supporting medical documentation.

Please list any special dietary requirements (with as much detail as possible). On arrival at O.P.C. please contact the Health Nurse who will arrange an appointment with the Food Services Manager to ensure your requirements are met.

FOR THE BASIC CONSTABLE TRAINING PROGRAM ONLY

THE FOLLOWING THREE CONDITIONS MUST BE CERTIFIED AS TRUE AND CORRECT BY THE FIRST NATIONS CONSTABLE AND THE C.O. OR DESIGNATE

1. The Commissioner has made the necessary appointment in accordance with s. 54(1) of the *Police Services Act*;
2. The Commission has approved the appointment in accordance with s. 54(1) of the *Police Services Act*; and
3. Where applicable, the appointment has been approved by the territory's police governing authority or band council in accordance with s. 54(2) of the *Police Services Act*.

Signature (student)

Date

Signature (C.O. or designate)

Date



**ONTARIO POLICE COLLEGE
MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL
SERVICES**

Group Application Form

(Please Print)

COURSE NAME _____

COURSE DATE _____

COURSE LOCATION _____

CONTACT PERSON _____

This form may be used for Satellite courses and police service delivered courses.

	SURNAME Maiden/Other Name if Applicable	FIRST NAME & INITIAL	RANK	D.O.B. or STUDENT NUMBER	BADGE NUMBER	DATE OF HIRE	POLICE SERVICE /OPP /AGENCY	PREVIOUS POLICE SERVICE (if applicable)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

	SURNAME Maiden/Other Name if Applicable	FIRST NAME & INITIAL	RANK	Date of Birth OR Student Number	Badge Number	Date of Hire	Police Service/OPP /Agency	Previous Police Service (if applicable)
13								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Signature (Chief/OPP Commissioner / or designate)

Date

SENIOR COURSES ONLY - METHOD OF PAYMENT

A) MasterCard ☐ VISA ☐ American Express ☐

Card No.

Exp. Date

Signature

B) Cheque/Money Order (payable to "Minister of Finance") ☐

Interac (day of course) ☐



Canadian Police Knowledge Network

The Ontario Police College is pleased to announce that it is broadening its delivery of course offerings by partnering with Canadian Police Knowledge Network (CPKN Inc) to deliver selected OPC courses in an online format (e-learning). CPKN's current course catalogue includes the following courses:

On-line learning, or e-learning, is an innovative training method that empowers the learner with a form of directed self-study. e-Learning significantly reduces the amount of training time required, while providing the learner with the convenience of anytime, anywhere access. CPKN utilizes advanced multi-media technologies, such as interactive lessons, animations/videos and graphics to engage its learners.

CPKN, a not-for-profit organization, is Canada's leading provider of online training for police officers. CPKN collaborates with Canadian police services, training academies and public security organizations, such as the RCMP, Edmonton Police Service, Winnipeg Police Service, Cape Breton Regional Police Service and the Ontario Police College, to develop e-learning courses. While partner organizations supply the content and Subject Matter Experts, CPKN supplies the expertise to design, develop and deliver effective e-learning courses that support the training needs of the Canadian police community.

- CBRN: First Responder
- Domestic Violence Investigations
- Electronic Crime Scene Investigation
- Active Canadian: Emergency First Aid / CPR Training for Police Officers
- Ethics, Values and Principles
- Hate and Bias Crime Investigation
- Investigative Communications
- Managing Workplace Harassment
- Meth Lab: First Responder
- Missing Child First Responder
- National Sex Offender Registry
- Niche Records Management System
- Search and Seizure: Warrantless Authorities
- More than 30 job aids & e-working tools
- Basic Skills Investigation (*coming soon*)
- Breath Test Training Pre-Course (*coming soon*)
- Collision Investigation Level II (*coming soon*)
- St. John Ambulance – First Aid Training (*coming soon*)
- Use of Force Refresher Training (*coming soon*)
- Suspect Apprehension Pursuit Refresher (*Early 2008*)
- Search Warrant Training (*coming soon*)
- Advanced Patrol Training modules (*Early 2008*)
- General Investigations Training modules (*Early 2008*)
- Case Management of Investigations (*coming soon*)
- Gang Dynamics (*coming soon*)
- Basic CPIC training (*coming soon*)

Visit CPKN's Course Catalogue (www.cpkn.ca) for more information.

Try a free demo online or contact us for registration information:

www.cpkn.ca
1-866-357-CPKN (2756)

2008 OPC FEE STRUCTURE

(course fees subject to change)

COURSE	OPC	SATELLITE	POLICE SERVICE DELIVERED
PATROL TRAINING UNIT			
Basic Constable Training	\$7,500		
Advanced Patrol Training Course	450		40
Coach Officer Training Course	325		40
Collision Reconstruction Level IV	1,565		
Crash Zone Drawing	515		
Front Line Supervisor Course	940	405	
Police Traffic Supervisor Course	TBD		
Technical Collision Investigation - Level III	1,250		
Traffic Supervisor Course	600		
COMMUNICATIONS/CPIC TRAINING UNIT			
Advanced Communications Techniques Course	190	75	
Communications Centre Supervisor	1,135		
CPIC Advanced Course	605		
CPIC Query/Narrative Course	425		
CPIC Terminal Operator Course	975		
CPIC Web 3.0 Train-the-Trainer	425	175	
CRIMINAL INVESTIGATION UNIT			
Clandestine Lab Course	850		
Clandestine Lab Course Re-Certification Course	185		
Drug Investigation Course	850		
Fraud Investigation Course	850		
General Investigation Training Course	850		40
Hazardous Environment Recognition Training Course	450		
Homicide Investigation Course	1,125		
Investigating Offences Against Children Course	1,165		
Investigative Interviewing Techniques Course	425	220	
Ontario Major Case Management Course	965	475	40
Search Warrant Course	450	220	
Sexual Assault Investigation Course	875	360	
Site Safety Supervisor Course	455		
Ontario Major Case Management Software Course	1,100	900	40
FORENSIC IDENTIFICATION UNIT			
Advanced Bloodstain Pattern Analysis Course	590		
Advanced Footwear Analysis Course	630	475	
Advanced Tire Analysis	575		
Applied Forensic Videography Course	575		
Advanced Friction Ridge Analysis	515		
Basic Bloodstain Pattern Recognition Course	570		
Bloodstain Pattern Analyst Understudy Program	1,560		

Chemical Treatment and Fluorescent Techniques Course	570		
Digital Imaging Enhancement Workshop	425		
Digital Photography Course	515		
DNA Data Bank Sample Collection and Warrant Course	120		
Fire Investigation Workshop	595		
Forensic Collection & Recovery of Human Remains Course	645		
Forensic Identification Course	5,000		
Math and Physics Course	925		
Scenes of Crime Course	1,355		40
LEADERSHIP TRAINING			
Business Writing	TBD	TBD	
Building Leadership Strength through Self-Awareness	130	TBD	
Emotional Intelligence	100	60	
Influential Police Leadership	225	TBD	
LEADER Course	1,600		
Leading a Learning Police Organization	445	240	
Managing Customer Service in Policing	120	75	
Media Relations Course	830		
Performance Management	TBD	TBD	
Police Services Act, Police Complaints Resolution and Human Resource Management Course	750	495	
Police Customer Service at the Front-Line	120	75	
Prosecutor/Hearing Officer Course	790		
Stakeholder Relations	TBD	TBD	
Team Building	210	120	
Transition: Supervision to Leadership	785	435	
RACE RELATIONS and ADULT EDUCATION			
Facilitating and Assessing Police Learning Course – Level 1	550	325	
Facilitating and Assessing Police Learning Course – Level 2	550	325	
TRAIN-THE-TRAINER and FACILITATOR COURSE			
Carbine Course		360	
Defensive Tactics Facilitator Course	No fee*		
Domestic Violence Investigation Train-The-Trainer	550		
Firearms Facilitator Course	No fee*		
Police Physical Training Facilitator Course	No fee*		
Police Vehicle Operations Facilitator Course	No fee*		
Radar/Lidar Instructor Course	765		
Shotgun Instructor Course		290	
Use of Force Trainer Course	2,035		

* The Facilitator courses are offered at \$3,000. to students from other provinces or ministries.

Notes:

1. The above-mentioned fees do not have the G.S.T. included in the OPC course fees. The GST will be added at time of payment processing.
2. Courses not otherwise identified are delivered on-site at the Ontario Police College.
3. Courses identified as "Satellite" are courses delivered jointly by OPC instructors and Police Service trainers at Service locations.
4. Courses identified as "Police Service Delivered" are courses delivered by Police Service trainers at their own locations.
5. Out-of-Province candidates will be assessed at an additional 50% of the published registration fee.