



ONTARIO POLICE COLLEGE

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www.opconline.ca

Ministry of Community Safety
and Correctional Services

Ontario Police College
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Services correctionnels

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MESSAGE FROM THE DIRECTOR

In each of the last five years approximately 10,000 recruits and senior students have participated in OPC courses of study. In each year approximately 1,400 recruits graduated and received diplomas from OPC. Concurrently, over the last five years some 8,500 certificates were issued to those who took advantage of senior police officer training. In 2009, two students received diplomas on completion of the year-long intensive Bloodstain Pattern Analysis Understudy program and 24 diplomas were issued to Forensic Identification Officers who completed their course of study. In support of our training initiatives the OPC served 250,000 meals and utilized some 100,000 litres of fuel to facilitate the training of patrol officers for our province.

Considering influences such as the Goudge Inquiry, the McNeil Decision and the early reports of the Braidwood Inquiry, the research staff, instructors and managers of the OPC have worked quickly to project needs and respond to the demands of the police community in Ontario. As a result of these demands and inquiries, training for Youth Officers, Death Investigation and Shooting Scene Examination and other courses have evolved to meet your needs.

On behalf of the staff and management at OPC thank you for your continued support and guidance and the opportunity to provide unique learning opportunities for all police services in Ontario.

Yours sincerely,

Rudy Gheysen

Rudy Gheysen
Director

MANDATE

The Ontario Police College's mandate is rooted in the Ontario *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.

Table of Contents

Message from the Director.....	2
Mandate	3
Mission Statement	3
Supporting Values.....	3
General Information	7
History	7
Clients.....	7
Training Volume	7
Staffing	7
Holidays.....	7
Location.....	8
Services and Facilities	8
Accommodation.....	8
Audio-visual Services	8
Classrooms	8
Food Services	8
Health Centre	9
Information Technology Services.....	9
Library.....	9
Physical Fitness	9
Police Vehicle Operations	9
Printing Services	9
Promotional Examinations.....	9
Research and Evaluation Unit.....	9
Use of Force Facilities.....	10
Organizational Chart	10
PATROL TRAINING	11
Basic Constable Training.....	12
Advanced Patrol Training Course.....	14
Coach Officer Training Course	15
Collision Reconstruction – Level IV	16
Crime/Crash Zone Computer Drawing Course.....	17
Deeley Harley-Davidson® Canada Police Motorcycle Operator's Course.....	18
Front Line Supervisor Course.....	19
Technical Collision Investigation – Level III.....	20
Traffic Supervisors Course	21
COMMUNICATION / CPIC TRAINING UNIT	22
Advanced Communications Techniques Course.....	23
Advanced CPIC Query Course.....	23
Communications Centre Supervisor Course	24
CPIC/Records Advanced Course	25
CPIC Terminal Operator Course	26
CRIMINAL INVESTIGATION TRAINING	27
Clandestine Laboratories Investigation Course.....	28
Clandestine Laboratories Investigation Re-Certification Course.....	29
Drug Investigation Course	30
Fraud Investigation Course.....	31
Gangs Investigation Course	32
General Investigation Training Course	33
Hazardous Environment Response Training Course	34
Homicide Investigation Course	35
Investigating Offences Against Children Course.....	36
Investigative Interviewing Techniques Course	37
Internet for Investigators	38
Ontario Major Case Management Course.....	39
Ontario Major Case Management Software Course.....	40
Search Warrant Course.....	41
Sexual Assault Investigation Course	42
Site Safety Supervisor Course.....	43
Youth Officers Training Course	44
FORENSIC IDENTIFICATION TRAINING	45
Advanced Bloodstain Pattern Analysis Course	46
Advanced Footwear Analysis Course.....	47

Applied Forensic Videography Course	48
Advanced Friction Ridge Analysis Course	49
Basic Bloodstain Pattern Recognition Course	50
Bloodstain Pattern Analyst Understudy Program	51
Chemical Treatment and Fluorescent Techniques Course	52
Death Investigation Course	53
Digital Imaging Enhancement Course	54
Digital Photography Course	55
DNA Data Bank Sample Collection and Warrant Course	56
Fire Investigation Course	57
Forensic Identification Course	58
Forensic Collection and Recovery of Human Remains Course	59
Photoshop for Forensics Course	60
Math and Physics Course	61
Scenes of Crime Course	62
Shooting Scene Examination	63
LEADERSHIP TRAINING UNIT	64
Business Writing	65
Building Leadership Strength through Self-Awareness	66
Delivering Service Excellence in Policing	67
Emotional Intelligence	68
Influential Police Leadership:	69
L.E.A.D.E.R.	70
Leading a Learning Police Organization	71
Managing Service Excellence in Policing	72
Media Relations Course	73
Police Services Act, Police Complaints Resolution and Human Resource Management Course	74
Prosecutor/Hearing Officer Course	75
Speaker Series	76
Team Building	77
RACE RELATIONS and ADULT EDUCATION TRAINING	78
Diversity Workshop/Seminar Series	79
Facilitating and Assessing Police Learning Course	80
TRAIN-THE-TRAINER and FACILITATOR COURSES	81
ASP Instructor Certification Course	82
Carbine Instructor Course	83
Defensive Tactics Facilitator Course	84
Domestic Violence Investigation Train-The-Trainer	85
Firearms Facilitator Course	86
Police Physical Training Facilitator Course	87
Police Vehicle Operations Facilitator Course	88
Radar/Lidar Instructor Training Course	89
Shotgun Instructor Course	90
Use of Force Trainer Course	91
SPECIAL CONFERENCES / SEMINARS / WORKSHOPS and FOCUS GROUPS	92
Crime Analyst	93
Drug Abuse Resistance Education Officer's Training Course	94
Ethics Train-the-Trainer	95
Intro to ArcGIS for GeoSpatial Intelligence & Policing	96
Issues and Themes Conference	97
Constable Selection System (CSS) Essential Competencies Interview & Background Investigation Training	98
Police Fitness Personnel of Ontario (PFPO)	99
Canadian Police Knowledge Network	100
Office of the Registrar	101
Admissions Eligibility	101
Attendance	101
Applications	101
Cancellations and Replacements	101
Equivalency Program	101
Expenses	102
Financial Arrangements	102
Joining Instructions	102
Medical Requirements	102
Physical Fitness	102

Transcript	102
OPC Guide to Coordination of Satellite and Police Service Delivered Courses	103
Student Application Form	105
Application Form – FIRST NATIONS	107
Group Application Form.....	109
2010 OPC FEE STRUCTURE.....	111

Calendar cover: 2009 OPC Path of Honor Dedication Ceremony

GENERAL INFORMATION

HISTORY

The idea of creating a central police college 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 2010 the College anticipates we will have trained over 10,500 students, of whom 1,440 will be police recruits. Since the college opened in 1962, over 40,000 recruits have been training at OPC.

STAFFING

The College employs 170 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 45 seconded and contract instructors. Please consult the organizational chart to see specific areas of responsibility.

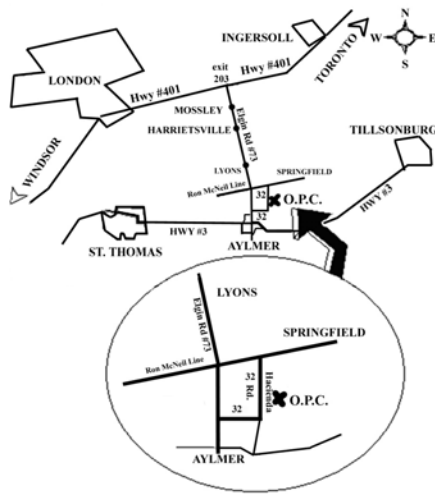
HOLIDAYS

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

HOLIDAY	DAY	DATE
New Year's Day	Friday	January 1, 2010
Family Day	Monday	February 15, 2010
Good Friday	Friday	April 2, 2010
Easter Monday	Monday	April 5, 2010
Victoria Day	Monday	May 24, 2010
Canada Day	Friday	July 2, 2010
Civic Holiday	Monday	August 2, 2010
Labour Day	Monday	September 6, 2010
Thanksgiving Day	Monday	October 11, 2010
Remembrance Day	Friday	November 12, 2010
Christmas Day	Monday	December 27, 2010
Boxing Day	Tuesday	December 28, 2010

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, 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.

Six classrooms are dedicated to computer-based training. A completely renovated 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. A third 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. A specialized computer classroom for Criminal Investigations Training was added in 2007. The basic computer classroom used in all other training, was also completely renovated in 2008.

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 2010, the Food Services staff will prepare and serve 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 provides exemplary patient care and fosters 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 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 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, suspect apprehension 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 2010 the print shop will produce 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 2010 examinations will be held on **Sunday, March 28, 2010** at various locations across the province. Participation is restricted to Ontario police officers. For further information, check with your police service contact person or visit the OPC website at www.opconline.ca (select Resources/Promotional Exams/2010).

RESEARCH AND EVALUATION UNIT

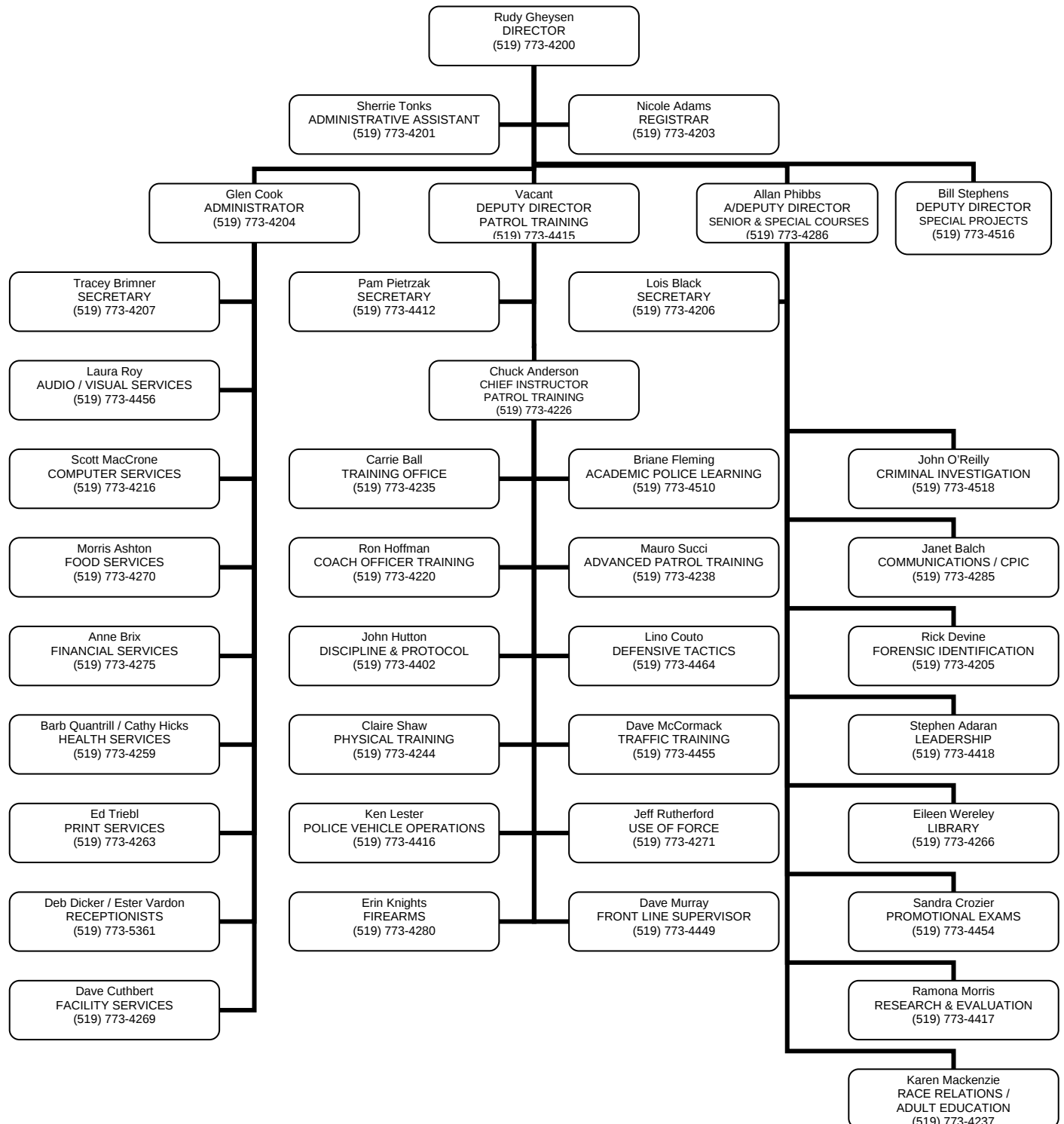
The Research and Evaluation Unit provides research and evaluation support to the College and the police community in Ontario in a number of areas including: curriculum design, program evaluation, policing practice, human resources, public policy, leadership and race relations. The services and

information provided by the full-time social science researchers help 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
Chuck Anderson Chief Instructor, Patrol Training	519 773 4226	chuck.anderson@ontario.ca

BASIC CONSTABLE TRAINING

Briane Fleming Academic Police Learning, Team Leader	519 773 4510	briane.fleming@ontario.ca
Ken Lester Police Vehicle Operations, Team Leader	519 773 4416	kenneth.lester@ontario.ca
Jeff Rutherford Use of Force, Coordinator	519 773 4271	jeff.rutherford@ontario.ca
Lino Couto Defensive Tactics, Team Leader	519 773 4464	lino.couto@ontario.ca
Claire Shaw Physical Training, Team Leader	519 773 4244	claire.shaw@ontario.ca
Erin Knights Firearms Training, Team Leader	519 773 4280	erin.knights@ontario.ca
John Hutton Discipline/Protocol	519 773 4402	john.a.hutton@ontario.ca
John Zeyen Officer Safety	519 773 4329	john.zeyen@ontario.ca

PATROL TRAINING

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 Ontario *Police Services Act*;

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

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

TOPICS	PRACTICAL TRAINING	APPLIED POLICE LEARNING
▪ Community policing ▪ Defensive tactics ▪ Domestic violence ▪ Drill ▪ Ethics ▪ Federal statutes ▪ Firearms ▪ Physical fitness ▪ Police vehicle operations ▪ Provincial statutes ▪ Race Relations ▪ Tactical communications ▪ Use of force	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. <i>Defensive Tactics:</i> Students must meet standard in a series of tests. <i>Firearms:</i> Students must meet standard in a series of tests. Tests will include judgment and proficiency. <i>Police Vehicle Operations:</i> Students must meet standard in a series of practical tests and must obtain a final mark of 75% on a written examination. <i>Police Physical Fitness:</i> Students must achieve a "meets standard" level rating on the Physical Readiness Evaluation for Police (PREP) test.	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.
PRE-REQUISITES	MISCELLANEOUS NOTES	DRESS
Must be a member of a police force as defined in s. 2 of the Ontario <i>Police Services Act</i> (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 Ontario <i>Police Services Act</i> sets out exemptions to requirements for completion of the BCT program.	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.	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.
CERTIFICATION		FEES/DURATION
Diploma upon successful completion.		\$7,500 60 training days
		COURSE DATES
		Jan 7 – Apr 1, 2010
		May 5 – Jul 29, 2010
		Sep 8 – Dec 2, 2010
		Dates for candidates to rewrite exams: Apr 21 and Apr 28 Aug 18 and Aug 25 Dec 20 and Jan 5, 2011

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 offered in two 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 neighbouring police agencies. It is the responsibility of individual police services to make their own arrangements.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
<i>Mandatory modules</i>	Full attendance is mandatory due to the compact nature of the course.	\$460 5 days of training \$ 45 police service delivered	
▪ Arrest ▪ Criminal Offences ▪ Domestic Violence ▪ Drugs ▪ Investigative Detention ▪ Law on Drinking & Driving ▪ Provincial Statutes ▪ Search and Seizure Without Warrant	Depending upon the delivery format selected, a final grade will be based upon a closed book test in combination with a grade for participation.	COURSE DATES/LOCATION	
		Apr 12 – 16, 2010	OPC
		Dec 13 – 17, 2010	OPC
<i>Electives</i>	DRESS	POLICE SERVICE DELIVERED	
▪ Biker Enforcement Unit ▪ Crime Scene Protection ▪ Fraud ▪ Organized Crime ▪ Mental Illness ▪ Missing Persons Search ▪ Notebooks ▪ Search with Warrant ▪ Tactical Communication ▪ Traffic Law ▪ Weapons ▪ Provincial Weapons Unit	Uniform or court attire		
	Contact host site for information on equipment required.		
	MISCELLANEOUS		
	The Ontario Police College, through a partnership with the Canadian Police Knowledge Network, has expanded its delivery options for GIT. 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.		
PRE-REQUISITES	CERTIFICATION		
Sworn peace officers	Certificate and/or evaluation will be issued upon successful completion of course requirements.		
CLASS SIZE			
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
		\$ 45	police service delivered
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate and/or evaluation will be issued upon successful completion of course requirements.	TBD	OPC
	DRESS	POLICE SERVICE DELIVERED	
PRE-REQUISITES This course is open to all police service members assigned, or to be assigned, as coach officers for their police service.	Uniform or court attire	Barrie	Ottawa
	MISCELLANEOUS NOTES	Brantford	Peel Regional
	Contact coordinator for details on police service delivered courses.	Chatham-Kent	Peterborough/Lakefield
		Cornwall	Sarnia
		Durham Regional	Sault Ste. Marie
		Greater Sudbury	South Simcoe
		Guelph	Stratford
		Halton Regional	Thunder Bay
		Hamilton	Timmins
		London	Toronto
		Niagara Regional	Waterloo Regional
		OPP	Windsor
			York Regional
CLASS SIZE			
24 participants			

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. Enrolment 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 and evaluation will be issued upon successful completion of course requirements. DRESS 	Scientific calculator Laptop computer is optional FEES/DURATION \$1,580 15 days of training COURSE DATES/LOCATION Apr 12 – 30, 2010 OPC 2010
PRE-REQUISITES		
Documentation for the following will be required with application: - Technical Collision Investigation – Level III certificate eg: CPC, OPP, Toronto, Durham College - 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.	Due to increase in demand for training, OPC has undertaken a partnership with Durham College for Level IV training. The following will apply: - OPC/Durham College certification - OPC credential tracking - Registration through Durham College contact phone: 905-721-3347 Course Date: TBD \$2,596 without accommodations/meals \$2,971 with accommodations/meals

Crime/Crash Zone Computer Drawing Course

The Crime/Crash Zone Computer Drawing course is a computerized course designed for crime scene and collision investigators. Investigators are required to identify all evidence, factors and events which have 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. <u>CERTIFICATION</u> A certificate and evaluation will be issued upon successful completion of course requirements. <u>CLASS SIZE</u> 24 participants <u>DRESS</u> Uniform or court attire and appropriate clothing for crime scene examinations.	Having knowledge of Microsoft Windows® will keep the class at a productive pace. This program contains project work during the class day and after hours. <u>FEES/DURATION</u> \$530 3 days of training <u>COURSE DATES/LOCATION</u> Dec 7 – 9, 2010 OPC
PRE-REQUISITES		
At Scene Collision Course. Computer knowledge and skills.		

Deeley Harley-Davidson® Canada Police Motorcycle Operator's Course

The Ontario Police College (OPC) is pleased to host the Deeley Harley-Davidson® Canada Police Motorcycle Operator's Course.

This intensive 80-hour program focuses on practical exercises that stress low-speed maneuverability, evasion techniques and high-speed braking skills. Students spend 90% of the course “in the saddle”, with practical exercises, and riding instruction being supplemented by classroom instruction, and demonstrations of tactical techniques. This course will develop your coordination, skills and confidence.

TOPICS	CERTIFICATION	FEES/DURATION
- Machine terminology - Slow-speed maneuvering - High-speed maneuvering - Cornering techniques - Law enforcement techniques - Tactical techniques - Defensive driving techniques - Traffic stops - Formation riding - ABS braking - Motorcycle maintenance	Certificate and evaluation will be issued upon successful completion of course requirements. DRESS Students are required to dress in police operational attire (tactical pants, police shirt). CLASS SIZE	\$1,200 10 days of training includes OPC accommodations \$ 875 10 days of training no accommodations provided Students are required to register directly through OPC but fees will be payable to Deeley Harley-Davidson® Canada
PRE-REQUISITES		COURSE DATES/LOCATION
Students must be a current serving police officer and must possess a valid motorcycle license. This course is open to all police service members.	12 participants	TBD OPC
ASSESSMENT STANDARDS	MISCELLANEOUS NOTES	
A street riding component, as well as a skills evaluation test, will be administered with a written portion. Students will be evaluated on maneuverability skills in riding, and safety aspects relating to police motorcycle operation, along with law enforcement tactical traffic stops.	Students are also expected to bring a D.O.T. or Snell approved helmet, full-fingered riding gloves, ankle top boots, rain gear and motorcycle riding glasses (clear & tinted). Fee includes use of Harley-Davidson® police motorcycles. Courses commence in April.	

Front Line Supervisor Course

The Front Line Supervisor Course (FLS) is designed primarily for police patrol supervisors. This powerful course was created using adult education principles and blended learning practices, emphasizing experiential learning. Theory and practical exercises will assist supervisors in developing the necessary knowledge, skills, and abilities, to ensure organizational and individual competence. The course will prepare supervisors for their new challenges and responsibilities.

The FLS course is primarily delivered by dynamic OPC Instructors who will renew participant's energy and commitment to the success of their respective police services. Learners will sharpen critical thinking skills and develop action plans to increase leadership effectiveness. Learners will identify issues that demonstrate what people expect from leaders. They will explain the leadership roles of strategist, change agent, coach, manager, communicator, mentor and team member.

Welcome to a fresh perspective, new ideas, unrivalled customer service, and an excellent learning environment.

TOPICS	PRE-REQUISITES	CERTIFICATION
- Transition to Leadership - Introduction to the Myers – Briggs type indicator - Leadership for Supervisors - Self-Management Skills for Supervisors - Critical Incident Supervision - Adequacy Standards - Motivation: The tool for excellence - Coaching - Performance Management - Traffic - Drinking and Driving - 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	Candidates for this course include: ➤ New sergeants with less than one year in the rank ➤ Constables moving to the rank of sergeant who have successfully completed a promotional process and/or served in an acting rank capacity	Certificate and evaluation upon successful completion.
		FEES/DURATION
		\$1,040 10 days of training \$ 560 partnership training
		COURSE DATES/LOCATION
		Jan 11 – 22, 2010 OPC Mar 22 – Apr 1, 2010 York Apr 19 – 30, 2010 OPC Jun 7 – 18, 2010 Niagara Sep 13 – 24, 2010 Durham Oct 18 – 29, 2010 OPC Nov 15 – 26, 2010 Peel
	MISCELLANEOUS NOTES	
	The course is demanding and requires intensity and a keen focus during its full days. Full attendance is mandatory. 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, a final written exam, and class participation.	
CLASS SIZE		
24 participants		

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 - Airborne 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 of attendance will be issued upon course completion. 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 \$1,560 15 days of training COURSE DATES/LOCATION Sep 20 – Oct 8, 2010 OPC NOTE: ADDITIONAL 2010 COURSES Due to increase in demand for training, OPC has undertaken a partnership with Durham College for Level III training. The following will apply: ■ OPC/Durham College certification ■ OPC credential tracking Registration through Durham college contact phone: 905-721-3347 Course Date: TBD Course Fees: \$1,985 without accommodations/meals \$2,360 with accommodations/meals

Traffic Supervisors Course

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	ASSESSMENT STANDARDS	FEES/DURATION
- 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	Students will be required to write a final exam.	\$700 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 160 Lesmill Road Toronto ON M3B 2T5 Tel: (647) 346-4050 Fax: (905) 795-2660 Students are required to register directly with OPC but, fees will be paid to the OTC.
PRE-REQUISITES	CERTIFICATION	
This course is open to current and future Traffic Supervisors	Certificate will be issued upon successful completion of course.	
	DRESS	
	Uniform or court attire	
	CLASS SIZE	
	24 participants	
	MISCELLANEOUS NOTES	COURSE DATES/LOCATION
	Students are required to bring their Service Traffic Management plan and a successful Traffic Program. This course contains project work during the class day and after hours. Laptop computer optional.	Mar 8 - 12, 2010 OPC

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

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 & Stress Management • Dynamics of victimization** • Quality service** • Suicidal / M.H.A. Issues** • Advanced communication techniques** • Teamwork	Certificate of attendance will be issued upon successful completion of course.	\$195 2 days of training \$ 90 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.	May 26 – 27, 2010 OPC
PRE-REQUISITES	DRESS	
Minimum of one (1) year experience working in the communications field including front desk personnel.	Uniform or court attire	
CLASS SIZE		
40 participants		

Advanced CPIC Query Course

This course provides hands on query experience at an in-depth level and 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 features only. This course does not deal with CPIC maintenance feature capabilities.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
▪ CPIC queries and understanding responses from all databanks** ➢ Vehicle, Marine, Person & Property ➢ CNI, CRII, FPS ➢ A.C.U.P.I.E.S. & P.A.R.I.S.** ▪ Special Queries of Vehicle, Marine, Person, Property ▪ Hit confirmation messages** ▪ CPIC Reference manual ▪ Security, confidentiality and misuse of CPIC** ▪ Multiple (BULK) queries	Students will be assessed by a written final examination, instructional evaluation of exercises, and participation.	\$425 3 days of training
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate and evaluation will be issued upon successful completion of course requirements.	May 12 – 14, 2010 OPC
	CLASS SIZE	Oct 13 – 15, 2010 OPC
	16 participants	
PRE-REQUISITES	DRESS	
Support staff/communicator of a Police Service (Category I) and/or employees of an approved agency (Category II or III). Not for CPIC maintenance personnel.	Uniform or court attire	
Candidates must fully complete security clearance as outlined in the CPIC Reference manual and must have successfully one of the following: ▪ CPKN (Canadian Police Knowledge Network www.cpgn.ca) CPIC Query Narrative on-line course, providing copy of certificate ▪ OPC CPIC Query Narrative course ▪ OPC CPIC Terminal Operator course	MISCELLANEOUS NOTES	
	**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.	

Communications Centre Supervisor Course

The Communications Centre Supervisor Course has been developed for those members who are or will be communications supervisors. The *Adequacy and Effectiveness of Police Services* specifies required Ministry accredited training in selected areas including 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. This course prepares candidates for the position of a communications supervisor.

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	FEE/DURATION
- Management Process(Organizational Mission, Vision & Values) - Transition to Supervision - Leadership Skills - Adequacy Standards - Diversity - Conflict Management - Ethics - Performance Management Issues - Developing Functional Teams - Organizational Skills - Health and Wellness Management - Time Management - Motivation - C.I.S. (Critical Incident Stress)	Students will be assessed by class participation, a group project, and a series of written tests. CERTIFICATION Certificate upon successful completion. DRESS Uniform or court attire MISCELLANEOUS NOTES	\$1,160 10 days of training CLASS SIZE 21 participants. COURSE DATES/LOCATION Feb 22 – Mar 5, 2010 OPC Jun 7 – 18, 2010 OPC
PRE-REQUISITES	This course is demanding and requires intensity and a keen sense of focus during its' full days.	
There are no course pre-requisites. Sworn police officers will not be excluded from this course, but the focus is on civilian communication supervisors.		

CPIC/Records Advanced Course

This course is designed to enhance the efficiency and knowledge of CPIC/records personnel. Supervisors and/or validators should consider this course.

TOPICS	CLASS SIZE	FEE/DURATION
- Security, confidentiality and misuse of CPIC** - System audit, validation and entry verification processes - Off-line searches for CPIC** and PARIS - Freedom of Information - Disclosure and court** - Youth criminal justice records - Suspension control records - Nutrition & Shift work - P.I.P. (Police Information Portal) - Probation Entries - Sex Offender Registry - Major Case Management Records - New CPIC Updates	34 participants ASSESSMENT STANDARDS Students will be assessed by a written final examination, instructional evaluation of exercises, and participation. CERTIFICATION Certificate and evaluation will be issued upon successful completion of course requirements. DRESS Uniform or court attire	\$605 5 days of training COURSE DATES/LOCATION Apr 26 – 30, 2010 OPC
PRE-REQUISITES Must have successfully completed a CPIC Terminal Operator Course and have a minimum of three years CPIC/Records experience.		

CPIC Terminal Operator Course

This course is designed to increase the efficiency and knowledge of personnel responsible for 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 maintenance** ➢ Add, modify, remove ➢ Transfer records ➢ Locate records - Maintaining a CORE record - Narrative traffic features - Basic Query of CPIC, PARIS & ACUPIES** - Security, confidentiality and misuse of CPIC** - Role of OACIS and National Advisory Committees	Students will be assessed by practical exercises, tests and a final written examination.	\$1,110 9 days of training
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate and evaluation will be issued upon successful completion of course requirements.	Apr 6 – 16, 2010 OPC Sep 13 – 23, 2010 OPC Nov 22 – Dec 2, 2010 OPC
	DRESS	
	Uniform or court attire	
PRE-REQUISITES	CLASS SIZE	
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.	16 participants	
	MISCELLANEOUS NOTES	
	**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.	

CRIMINAL INVESTIGATION TRAINING

Today's criminal investigator is faced with increasingly complex 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
- Gang Investigators Course
- General Investigation Training
- Hazardous Environment Response Training Course (HERT)
- Homicide Investigation
- Internet Child Exploitation (ICE)
- Internet for Investigators
- 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
- Youth Officer Course

Staff Member	Phone Number	e-mail
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Rob MacNeil	519 773 4453	robert.macneil@ontario.ca
Susan Labanich	519 773 4230	susan.labanich@ontario.ca
Wayne Shorrock	519 773 4488	wayne.shorrock@ontario.ca

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 hazards associated with different types of clandestine labs.

Officers participating on the course will be fit tested for an Air Purifying Respirator and Self Contained Breathing Apparatus face piece by a qualified instructor. This test is to ensure the officer has a proper seal of the face piece while performing practical exercises. The officers will participate in a number of exercises over several days to become familiar with proper donning procedures as well as to ensure overall confidence in the equipment.

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, and 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 Laboratories. As an investigator you will need this course, not the HERT course, which has been designed for police officers in a support role. This is not a uniform officer's course.	Certificate, certification card and evaluation will be issued upon successful completion of the course.
		DRESS
		Uniform or court attire
		MISCELLANEOUS NOTES
		Equipment required both weeks of the course is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight.
		Officers will not bring service pistols, live ammunition or OC spray.
		The National Standard cannot carry out fit testing on a student with facial hair that will interfere with a proper seal of the face.
		FEES/DURATION
		\$955 10 days of training
		COURSE DATES/LOCATION
		Apr 26 – May 7, 2010 OPC
		Jun 7 – Jun 18, 2010 OPC
		Oct 18 – 29, 2010 OPC
	CLASS SIZE 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 investigation exercises including Hydroponics, Self Contained Breathing Apparatus, Decontamination Synthesis, and surreptitious entries. Full attendance on this course is highly recommended. A candidate missing more than 4 classroom periods or any practical exercise sessions during the ten days is subject to being withdrawn from the course.	

Clandestine Laboratories Investigation Re-Certification Course

The Clandestine Laboratories Investigation Re-Certification Course is designed to provide the candidate with an update to the skills, knowledge and investigational techniques learned on the Clandestine Laboratories Investigations Course. This includes case studies of recent illicit drug labs dismantled around the province. Officers attending the 2-day recertification will also be fit tested and participate in a series of practical exercises to ensure a good working knowledge of the equipment used while on scene at a clandestine lab.

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 OC spray. The National Standard cannot carry out fit testing on a student with facial hair that will interfere with a proper seal of the face.												
PRE-REQUISITES	CERTIFICATION	FEES/DURATION												
Successful completion of the Clandestine Laboratories Investigations Course or Hazardous Environment Response Training 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 or a member of a support unit where the member may be expected to enter into a Clandestine Lab environment. This is not a uniform officer's course.	Re-certification card will be updated for the current year upon successful completion of the course.	\$220 2 days of training												
CLASS SIZE	DRESS	COURSE DATES/LOCATION												
40 participants	Uniform or court attire. Seasonally appropriate clothing and raid gear is mandatory for all practical exercise.	<table><tr><td>Apr 12 – 13, 2010</td><td>OPC</td></tr><tr><td>Apr 14 – 15, 2010</td><td>OPC</td></tr><tr><td>Sep 8 – 9, 2010</td><td>OPC</td></tr><tr><td>Nov 9 – 10, 2010</td><td>OPC</td></tr><tr><td colspan="2">Exclusive for OPP re-certification:</td></tr><tr><td>Aug 17 – 19, 2010</td><td>OPC</td></tr></table>	Apr 12 – 13, 2010	OPC	Apr 14 – 15, 2010	OPC	Sep 8 – 9, 2010	OPC	Nov 9 – 10, 2010	OPC	Exclusive for OPP re-certification:		Aug 17 – 19, 2010	OPC
Apr 12 – 13, 2010	OPC													
Apr 14 – 15, 2010	OPC													
Sep 8 – 9, 2010	OPC													
Nov 9 – 10, 2010	OPC													
Exclusive for OPP re-certification:														
Aug 17 – 19, 2010	OPC													

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 • <i>Controlled Drugs and Substances Act (CDSA)</i> • 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. Full attendance on this course is highly recommended. A candidate missing more than four classroom periods during the ten days is subject to being withdrawn from the course, Students must ensure that any court scheduled during the course must be brought to the attention of the course coordinator for review. CERTIFICATION Certificate and evaluation will be issued upon successful completion of the course.	A current CDSA and lap top computer as there is a search warrant assignment. Officers will not bring duty belts, raid gear, service pistols, ammunition or live OC spray. FEES/DURATION \$870 10 days of training COURSE DATES/LOCATION <table><tr><td>Feb 1 – 12, 2010</td><td>OPC</td></tr><tr><td>Mar 1 – 12, 2010</td><td>OPC</td></tr><tr><td>Sep 20 – Oct 1, 2010</td><td>OPC</td></tr><tr><td>Nov 15 – 26, 2010</td><td>OPC</td></tr></table>	Feb 1 – 12, 2010	OPC	Mar 1 – 12, 2010	OPC	Sep 20 – Oct 1, 2010	OPC	Nov 15 – 26, 2010	OPC
Feb 1 – 12, 2010	OPC									
Mar 1 – 12, 2010	OPC									
Sep 20 – Oct 1, 2010	OPC									
Nov 15 – 26, 2010	OPC									
PRE-REQUISITES	DRESS									
Successful completion of the General Investigation Training Course or equivalent core competencies as set out in the Ministry Accredited Training Standard, 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.	Uniform or court attire.									

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
		FEES/DURATION
		\$870 10 days of training
		COURSE DATES/LOCATION
		Apr 19 – 30, 2010 OPC
		Jun 14 – 25, 2010 OPC
		Sep 20 – Oct 1, 2010 OPC
<i>Investigative Procedures</i> ▪ Case management ▪ Real-Estate Fraud ▪ Seizure of evidence (including computer and documents)* ▪ Investigative Analysis ▪ Credit cards ▪ Proceeds of crime ▪ Credit card workshop ▪ Counterfeit money workshop	CERTIFICATION	
	Certificate and evaluation will be issued upon successful completion of course requirements	
	DRESS	
	Uniform or court attire	
	CLASS SIZE	
	30 participants	
Crime Scene Investigation is an e-learning activity developed and recognized by the Canadian Police Research council.		
PRE-REQUISITES		
The General Investigation Training course or equivalent core competencies as set out in the Ministry Accredited Training Standard.		

Gangs Investigation Course

The course is designed to give officers the necessary tools to be able to recognize the signs of the gang lifestyle such as: tattoos, graffiti, slang, clothing, weapons, drugs, criminal activity, media supporting the “gangsta” sub-culture including music, magazines and magazines and much more.

There will also be a focus on how to deal with gang members on the street with interview techniques, officer safety issues, note taking, investigating a gang related crimes and ultimately putting the case together for court including testimony tips and legal challenges.

To balance the investigation, enforcement and suppression of street gangs the course will look at alternative methods of prevention, gang exiting and community mobilization. Tips and warning signs for parents, strategies for youth at risk to become a gang member or looking to get out will be explored.

TOPICS	DRESS	ASSESSMENT STANDARDS
- Human Sourcing - Investigative Notebooks - Search with Warrant - Search and Seizure without Warrant - Firearms Law - Internet Investigations and chat rooms - Tools on the Web, tools available on the Internet - Drug Identification and Effects	Uniform or court attire	A post-course test will be administered and the students must meet a minimum standard of 75%.
	CLASS SIZE	
	24 participants	FEES/DURATION
	CERTIFICATION	\$490 5 days of training
PRE-REQUISITES	COURSE DATES/LOCATION	
Successful completion of the General Investigation Training Course or equivalent core competencies as the Provincial Adequacy Standards.	TBD	OPC

General Investigation Training Course

The *Adequacy and Effectiveness of Police Services* specifies required Ministry accredited training in selected areas including criminal investigations. This course is designed to prepare police officers to conduct general criminal investigations and fulfill the requirements of the Regulation. This course prepares candidates for the position of a criminal investigator and many 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 DRESS Uniform or court attire CLASS SIZE 24 participants EQUIPMENT REQUIREMENTS Current annotated Criminal Code CERTIFICATION Certificate will be issued upon successful completion of course requirements. MISCELLANEOUS The Ontario Police College, through a partnership with the Canadian Police Knowledge Network, has expanded its delivery options for GIT. 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.	Students must meet a 75% standard on A pre-test on criminal offences and general knowledge assessment; and two end-of-week examinations. 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. FEES/DURATION \$870 10 days of training \$ 45 Police service delivered COURSE DATES/LOCATION Jan 18 – 29, 2010 OPC Mar 8 – 19, 2010 OPC POLICE SERVICE DELIVERED Amherstburg Niagara Regional Barrie North Bay Belleville OPP 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
Elective Topics - Investigative simulation - Investigating criminal harassment - Surviving cross-examination - CPIC for investigators - Firearms - Computer crime - Anti-terrorism awareness - Sexual assault kit - Youth Criminal Justice Act		

Hazardous Environment Response Training Course

The Hazardous Environment Response 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 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 & Marijuana Grow Operations - Decontamination	24 participants	Equipment required during the week is body armour, raid gear (pants, shirt, jacket, and boots), duty belt and flashlight. Officers will not bring service pistols, ammunition or OC spray. The National Standard cannot carry out fit testing on a student with facial hair that will interfere with a proper seal of the face piece. Therefore, facial hair that interferes with a proper seal is not permitted on the course.
PRACTICAL EXERCISES	ASSESSMENT STANDARDS	
- Surreptitious Entries - Drug Synthesis (ident lab) - Decontamination - Search Warrant Execution - Self Contained Breathing Apparatus - Air Purifying Respirators	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. Attendance on this course is imperative. A candidate missing any classroom or practical sessions during the 5 days is subject to being withdrawn from the course.	FEES/DURATION \$550 5 days of training
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION
The candidate must be a full time member of a support unit that would be expected to, and required to enter a Clandestine Laboratory (Hot Zone) as part of an overall drug investigation. The course is specifically designed to meet the needs of: - Forensic Identification Officer - Emergency Response Teams (Tactical members as well as those involved with decontamination). - Explosive Disposal Units - Technical Installations This course is not for drug investigators. This is not a general uniform patrol officer course.	Certificate, certification card and evaluation will be issued upon successful completion of the course. DRESS Uniform or court attire Raid Gear	May 17 – 21, 2010 OPC

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 requires that “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	The General Investigative Training Course or equivalent core competencies as set out in the Ministry Accredited Training Standards. 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: completed OCMC Principles and Practices. Candidates may be required to attend scheduled sessions outside the normal classroom times (0830 – 1630).
	CERTIFICATION	EQUIPMENT REQUIREMENTS
	Certificate and evaluation will be issued upon successful completion of course requirements.	Current annotated Criminal Code
	CLASS SIZE	FEES/DURATION
	24 participants	\$1,370 10 days of training
		COURSE DATES/LOCATION
		Apr 12 – 23, 2010 OPC Oct 18 – 29, 2010 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 - Child interviewing - theory - 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 - Luring - Child pornography - Computer evidence management - Child Exploitation/Sex Tourism - Drug endangered children - Crime scene management - Criminal Negligence - Correction of Child as a Defense	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 (0830 – 1630) EQUIPMENT REQUIREMENTS Current annotated Criminal Code	A post-course test will be administered and students must obtain a minimum of 75%. Case study submissions. 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 and evaluation will be issued upon successful completion of the course. FEES/DURATION \$1,180 10 days of training COURSE DATES/LOCATION Apr 12 – 23, 2010 OPC Jun 14 – 25, 2010 OPC Sep 13 – 24, 2010 OPC Dec 6 – 17, 2010 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, interviewing young people, cognitive interviewing techniques, verbal and non-verbal behaviour frequently associated with truth or deception and interrogation techniques.

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

TOPICS	ASSESSMENT STANDARDS	FEE/DURATION
- Cognitive interview technique - Current jurisprudence relating to the admissibility of statements - 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 - Strategies for Interviewing Young People - Recognition of false confessions/admissions	Course candidates will be graded by their ability to interact and apply the techniques as instructed and successful completion of an end of course examination.	\$495 5 days of training \$245 5 days satellite course
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate will be issued upon successful completion of course requirements.	Jan 11 – 15, 2010 OPC Feb 8 – 12, 2010 Hamilton Apr 19 – 23, 2010 London May 17 – 21, 2010 Peel Jun 21 – 25, 2010 OPP Jun 21 – 25, 2010 Ottawa Oct 4 – 8, 2010 Windsor Nov 1 – 5, 2010 Ottawa Nov 22 – 26, 2010 York Dec 6 – 10, 2010 OPC
	DRESS	
	Uniform or court attire	
PRE-REQUISITES	CLASS SIZE	
General Investigation Training course or equivalent core competencies as set out in the Ministry Accredited Training Standards.	24 participants	
	MISCELLANEOUS NOTES	
	Full attendance is <u>mandatory</u> for certification.	

Internet for Investigators

This innovative five-day course will give police investigators a comprehensive overview of the skills knowledge and abilities required to search the internet as an open source of data. In particular this course will be of value to officers involved with investigations relevant to recruiting, fraud, internet scams, forgery, child abuse, sexual assault, drug crimes and other crimes against persons.

TOPICS	DRESS	FEES/DURATION	
• Open source intelligence • Researching web sites, news groups, mailing lists • On line privacy and anonymity • Internet architecture • Web 2.0 social networking	Uniform or court attire	\$1,110	5 days of training
	CLASS SIZE	COURSE DATES/LOCATION	
	16 participants	Jan 25 – 29, 2010	OPC
		Jun 14 – 18, 2010	OPC
		Sep 20 – 24, 2010	OPC
PRE-REQUISITES	MISCELLANEOUS NOTES		
Basic Computer competency	Each service will be responsible for the travel costs of their members and accommodations.		
CERTIFICATION			
The students will be required to participate in daily exercises as related to the accessing and recording of open source data. In addition, the students will, as part of a syndicate, research and present their findings on a subject to be determined to the proficiency as required by the instructor.			
Certificate will be issued upon successful completion of course requirements			

Ontario Major Case Management Course

The Ontario *Major Case Management*, regulation O. Reg. 354/04, requires police services to adhere to the requirements of the Ontario Major Case Management (OMCM) Manual. The OMCM manual requires any police officer who is a member of the "Command Triangle" to have completed the OMCM course or an equivalent. The OMCM 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. 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	24 participants	\$965	8 days of training
	DRESS	\$475	Satellite course
	Uniform or court attire	\$ 45	Police Service delivered
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate and evaluation will be issued upon successful completion of course requirements.	Mar 22 – 31, 2010	OPC
		May 17 – 27, 2010	OPP
		Jun 14 – 23, 2010	OPC
		Sep 7 – 16, 2010	OPP - Western
	ASSESSMENT STANDARDS	Nov 15 – 24, 2010	OPC
	Learners will be required to complete an end of course written examination of the subject matter covered in the course.		
PRE-REQUISITES	Learners will also be responsible for completing syndicate exercises. The material for the completion of the syndicate exercises will be provided and related in class content.		
General Investigation Training Course or equivalent	At the completion of the exercises, the members will be required to present their completed work.		

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 specific to the roles of Primary Investigation and File Coordination. Members tasked with these functions will receive the tools to confidently manage information in Defined Major Cases.

TOPICS	CERTIFICATION	FEES/DURATION	
- Review the functions of Major Case Management - Information Management & workflow	Certificate and evaluation will be issued upon successful completion of course requirements.	\$1,215	10 days of training
		\$ 910	satellite partnership
		\$ 45	police service delivered
PRE-REQUISITES	DRESS	COURSE DATES/LOCATION	
Demonstrated proficiency in Microsoft Windows based software applications (e.g. Microsoft Word, Excel, Outlook, etc.).	Uniform or court attire	Jan 11 – 22, 2010	OPC
Experience in defined major cases investigations would be an asset.	ASSESSMENT STANDARDS	Feb 22 – Mar 5, 2010	OPC
	Given a Major Case simulation, learners will:	Apr 12 – 23, 2010	OPC
	Utilize the PowerCase/Link Explorer software application to manage a defined Major Case	May 10 – 21, 2010	OPC
		May 31 – Jun 11, 2010	York
		Jun 14 – 25, 2010	OPC
		Sep 13 – 24, 2010	OPC
		Oct 18 – 29, 2010	Ottawa
		Nov 15 – 26, 2010	OPC
		Dec 6 – 17, 2010	OPC
CLASS SIZE			
10 participants			

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 - Understanding the Warrant Provisions 487.01 general warrants - DNA Warrants - Computer searches - The informer challenge - Sealing applications - Production Orders - Computer Searches - Consent, plain view, abandoned - Material, exigent circumstances - Execution issues - Practical exercise (draft one 487 search warrants) - Execution Issues - Searches without warrant	The learners will be required to draft two separate search warrants (487, 487.01).	\$460 5 days of training \$220 satellite courses	
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate and evaluation will be issued upon successful completion of course requirements.	Jan 11 – 15, 2010	OPC
		Feb 8- 12, 2010	OPC
		Mar 1 – 5, 2010	OPC
		Mar 22 – 26, 2010	York
		May 10 – 14, 2010	OPP
		May 31 – Jun 4, 2010	Thunder Bay
		Aug 30 – Sep 3, 2010	York
		Oct 18 – 22, 2010	Windsor
		Nov 1 – 5, 2010	Hamilton
		Dec 6 – 10, 2010	London
PRE-REQUISITES	EQUIPMENT REQUIREMENTS		
The prerequisites are crucial to the student's success on the course; one of the following courses must have been completed: - General Investigation Training Course or - Major Crime Course (C.P.C) or - Criminal Investigation Course (Toronto) or - Criminal Investigation Course (OPP) or - Criminal Investigation Course (York) or If the Chief chooses to sign off, it must be stated, "that all people without GIT possess the core competencies of a Criminal Investigator as set out in the Ministry Accredited Training Standards", And the letter must be received by the registrar's office two weeks before the course commences.	Current annotated Criminal Code. A laptop computer can be useful for this training, if available.		

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. The Policing Standards Manual (2000) LE-034 requires the Chiefs of Police to develop and maintain “procedures on and processes for undertaking and managing investigations into sexual assaults.” The Guideline also suggests that the investigations, where threshold is met, comply with the Ontario 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 sexual assault investigations.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Legal issues - DNA Warrants - Dangerous/Long term offenders - Third party records - Interviewing - Centre of Forensic Sciences – Biology - Centre of Forensic Sciences – Toxicology - Major case management/PowerCase - Behavioral Sciences Unit - ViCLAS - SOR - SAI Evidence kit - Victim issues - Career management - Case study - Historical sexual assaults - Collection of Buccal and Discard samples	A post-course test will be administered and students must obtain a minimum of 75%. Also considered for course completion: 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.	\$890 9 days of training \$360 Satellite courses
		COURSE DATES/LOCATION
		Feb 1 - 11, 2010 OPC
		May 10 – 20, 2010 York
		Oct 18 – 28, 2010 Hamilton
		Nov 15 – 25, 2010 OPC
	CERTIFICATION	
	Certificate and evaluation 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 Ministry Accredited Training Standards is required.		
MISCELLANEOUS NOTES		
Students will be required to attend scheduled sessions outside the normal classroom times.		

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 required. A candidate missing any classroom or practical sessions during the course will be withdrawn from the course.	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
		\$480 3 days of training
		COURSE DATES/LOCATION
		May 4 – 6, 2010 OPC
		Jun 15 - 17, 2010 OPC
		Oct 26 – 28, 2010 OPC
PRE-REQUISITES	CERTIFICATION	
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.	Certificate and evaluation will be issued upon successful completion of the course.	
	DRESS	
	Uniform or court attire Raid Gear is mandatory for all practical exercises.	
CLASS SIZE		
8 participants		

Youth Officers Training Course

The Ontario School Resource Officer (OSRO) Program is an effective policing tool in safeguarding Ontario's youth. It is consistent with the National Youth Officer program. This course is the next step in promoting and supporting school resource / youth officers in the province.

The Youth Officers Training Course will give police officers a comprehensive overview of the knowledge, skills and abilities to be effective school / youth resource officers in the province of Ontario. The curriculum focuses on the key issues and topics for prevention, intervention and enforcement related to the issues of youth crime and victimization within the school and the community at large.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
Law • Weapons • Firearms Act • Youth Criminal Justice Act • Liquor Licence Act • Trespass to Property Act • Education Act / Safe Schools Act • Controlled Drugs and Substances Act	A post-course test will be administered and the students must meet a minimum standard of 75%.	\$350 5 days of training
	Attendance on this course is imperative. Any candidate missing more than two 90 minute classroom sessions during the five days will be withdrawn from the course.	COURSE DATES/LOCATION
		May 10 – 14, 2010 OPC
		Aug 23 – 27, 2010 OPC
Investigative Procedures • Intelligence gathering / Informants • Gangs • Graffiti • Threat Assessment • Lockdowns • Effective Presentation / Media • Internet • Crimestoppers	CERTIFICATION	
	Certificate and evaluation will be issued upon successful completion of course requirements.	
	DRESS	
PRE-REQUISITES	Uniform or court attire	
The candidate must be a police officer.	CLASS SIZE	
	24 participants	

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
Brian Allen	519 773 4258	brian.allen@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 reviewed. 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	FEEES/DURATION
Successful completion of a Basic Bloodstain Pattern Recognition course. Successful completion of a Math and Physics course for Bloodstain Pattern Analysis is recommended. Case examples of personal bloodletting crime scene attendance, for moot trial.	A certificate and evaluation will be issued upon successful completion of course requirements.	\$605 5 days of training
CLASS SIZE	COURSE DATES/LOCATION	
8 participants	Aug 30 – Sep 3, 2010 OPC	

Advanced Footwear Analysis Course

This in depth course will give the Forensic Identification Specialist advanced training in footwear analysis. Instruction will focus on location, documentation, collection, preservation and analysis of the footwear evidence. Students will be given the opportunity to explore the manufacturing process, casting methods and comparison using best practice for footwear impression evidence. Court preparation will be stressed throughout the course.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- The Manufacturing Process - Casting - In Depth Comparisons - Proper Techniques - Presentation of Evidence - Barefoot Morphology	Practical and written examinations.	\$630 5 days of training \$475 satellite training
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION
Forensic Identification Officer Course or equivalent.	Certificate and evaluation will be awarded on successful completion of course.	Dec 13 - 17, 2010 OPC
CLASS SIZE	DRESS	
12 participants	Uniform or court attire. Seasonally appropriate clothing for outdoor scene work will be required.	
	EQUIPMENT REQUIREMENTS	
	All equipment will be provided.	

Applied Forensic Videography Course

This course is designed to give the Identification specialist the skill to use a video camera at the crime scene, during “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	FEEES/DURATION
▪ Equipment ▪ Recording/Editing ▪ Video/Audio ▪ Admissibility ▪ Informed consent ▪ Warrants ▪ Simulations	Uniform or court attire, seasonally appropriate for indoor / outdoor activities.	\$595 5 days of training
CLASS SIZE	CERTIFICATION	COURSE DATES/LOCATION
12 participants	A certificate and evaluation will be issued upon successful completion of course requirements.	Jun 14 – 18, 2010 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/palm prints using structured analytical methods and sound verification practices. Students will defend their conclusions by addressing their peers in a court like scenario.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Analyze, compare, evaluate, A.C.E. - Analytical reporting - In depth comparisons - Proper techniques - Presentation of evidence - Expert testimony	Practical and Written Examinations	\$530 5 days of training
PRE-REQUISITES	CERTIFICATION	COURSE DATES/LOCATION
Forensic Identification Officer course or equivalent. A minimum of three years Friction Ridge experience is mandatory. Please provide documentation.	Certificate and evaluation will be awarded on successful completion of course.	Apr 19 - 23, 2010 OPC
CLASS SIZE	DRESS	EQUIPMENT REQUIREMENTS
24 participants	Uniform or court attire.	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 and evaluation 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
PRE-REQUISITES	CLASS SIZE	COURSE DATES/LOCATION
Forensic Identification Officer course or equivalent, or Scenes of Crime Officer Course.	12 participants	Jan 4 – 8, 2010 OPC Dec 6 – 10, 2010 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	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES
- 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	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.	This program is primarily Satellite.
PRE-REQUISITES	CERTIFICATION	FEES/DURATION
Forensic Identification Officer course or equivalent. Successful completion of Basic Bloodstain Pattern Recognition Course, Math & Physics for Bloodstain Pattern Analysis course, and Advanced Bloodstain Pattern Analysis course.	A diploma will be issued upon successful completion of program requirements.	\$1,580. Approximately one year. The duration of this program is dependant on case exposure and the understudy's progress.
	CLASS SIZE	COURSE DATES/LOCATION
	Individual participation	The final exams will not be administered without consent of the understudy, the mentor and the program coordinator.
	DRESS	
	Uniform or court attire	

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.	Uniform or court attire
	CERTIFICATION	MISCELLANEOUS NOTES
	A certificate and evaluation will be issued upon successful completion of course requirements.	Laboratory coats will be provided for use during the course.
	CLASS SIZE	FEES/DURATION
	16 participants	\$570 5 days of training
PRE-REQUISITES		COURSE DATES/LOCATION
Forensic Identification Officer course or equivalent.		Mar 22 - 26, 2010 OPC Jun 7 - 11, 2010 OPC

Death Investigation Course

This course is designed for persons assigned as full time Forensic Identification officers who would be tasked with attending death scenes. The Forensic Identification Officer will be conducting these investigations in conjunction with the Coroner, Pathologist and other agencies to arrive at proper conclusions as to the manner and mechanism of the death. Through lecture from agencies such as the Ministry of Labour, Office of the Fire Marshal and the Electrical Safety Authority students will understand their role in a non- homicide investigation.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
▪ Manner of Death ▪ Suicide, Accidental, Natural ▪ Mechanism of Death ▪ Coroners Act ▪ The role of the Coroner ▪ The role of the Pathologist ▪ The role of the Crown Attorney ▪ Fire Death investigation ▪ Mass Disaster recovery ▪ Centre of Forensic Sciences, Toxicology, Firearms ▪ Resolved website OPP missing persons ▪ Found human remains evidence ▪ Industrial Accident deaths ▪ Electrocutions wire fault fire death investigations ▪ Health and Safety, scene contamination	There will be a written examination.	\$ 490	5 days of training
	CERTIFICATION	COURSE DATES/LOCATION	
	A certificate and evaluation will be issued upon successful completion of course requirements.	Nov 29 – Dec 3, 2010	OPC
	CLASS SIZE		
	24 participants		
	DRESS		
	Uniform or court attire		
PRE-REQUISITES			
Forensic Identification Officer Course or equivalent.			

Digital Imaging Enhancement Course

This workshop will provide students with basic knowledge to properly enhance an image with the use of Photoshop® and or other imaging 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.
PRE-REQUISITES	CERTIFICATION	FEES/DURATION
Forensic Identification Officer course or equivalent and basic computer skills.	A certificate and evaluation will be issued upon successful completion of course requirements.	\$435 4 days of training
	CLASS SIZE	COURSE DATES/LOCATION
	16 participants	Mar 29 - Apr 1, 2010 OPC
	DRESS	
	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 instil 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 and evaluation will be issued upon successful completion of course requirements.	\$530 5 days of training
	CLASS SIZE	COURSE DATES/LOCATION
	12 participants	Mar 15 – 19, 2010 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	Feb 18, 2010	OPC
	MISCELLANEOUS NOTES	Oct 21, 2010	OPC
	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 and evaluation will be issued upon successful completion of course requirements.	May 25 – 28, 2010 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. The *Adequacy and Effectiveness of Police Services* specifies required Ministry accredited training in selected areas including 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. This course prepares candidates for the position of a Forensic Identification Officer. Graduates of this course will have acquired skills in the following:

TOPICS		ASSESSMENT STANDARDS
Photography, including: - The digital camera - 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 - Digital Imaging	- 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 computer assigned 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 - Introduction to Forensic Pathology	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.
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	DNA Databank And Warrant 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	CERTIFICATION A diploma as well as a written assessment of the student will be issued upon successful completion of course requirements. The Ministry Accredited Standards (MAS) requires a Forensic Identification officer to be certified to conduct their duties. A certificate will be issued for successfully completing the DNA Collection Training. DNA Warrant Certificate will be issued by the Centre of Forensic Sciences.
	CLASS SIZE 12 participants	FEES/DURATION \$5,000 44 days of training
	PRE-REQUISITES - Basic computer and Microsoft Windows® skills. - Students must attend an Autopsy prior to the course. - We also encourage students to become familiar with forensic identification procedures, equipment and terminology in their own services prior to enrollment.	COURSE DATES/LOCATION Jan 11 – Mar 12, 2010 OPC Sep 27 – Nov 26, 2010 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
<i>Scene Recovery:</i> - 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 A certificate and evaluation will be issued upon successful completion of course requirements.	FEE/DURATION \$645 5 days of training
	CLASS SIZE 16 participants	COURSE DATES/LOCATION Jun 14 – 18, 2010 OPC
PRE-REQUISITES 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.	DRESS Court attire or uniform and appropriate field gear.	

Photoshop for Forensics Course

This one-week course is designed for the forensic identification officer currently using digital imaging technology and Photoshop ® for image enhancement. The course will concentrate on accepted practices and guidelines as suggested by the International Association for Identification. All enhancements performed on forensic images will be documented and will be repeatable in accordance with scientific principles. The candidate will gain a deep understanding of the tools available within Photoshop and the benefits these tools can provide. During the training, students will be required to enhance forensic images and provide complete disclosure of the enhancements performed.

PRE-REQUISITES	ASSESSMENT STANDARDS	FEES & DURATION
Forensic identification officers in police services currently using Adobe Photoshop ® for image enhancement.	Practical and Written Examinations	\$600. 5 days of training
Forensic Identification Course or equivalent	CERTIFICATION	COURSE DATES & LOCATION
	Certificate awarded on successful completion of course.	April 12 - 16, 2010 OPC
CLASS SIZE	DRESS	
12 participants	Uniform or court attire.	
	EQUIPMENT REQUIRED	
	Students are encouraged to bring their own images to practice enhancement techniques. All equipment will be provided.	

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 17 – 21, 2010 OPC
		Jun 21 – 25, 2010 OPC

PRE-REQUISITES

Forensic Identification Officer course or equivalent.

Successful completion of 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. The *Adequacy and Effectiveness of Police Services* specifies required Ministry accredited training in selected areas including Scenes of Crime Officers.

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. This course prepares candidates for the position of a Scenes of Crime Officer.

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 ▪ Digital SLR cameras ▪ 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.	CERTIFICATION
	CLASS SIZE	Certificate and evaluation will be issued upon successful completion of course requirements.
	16 participants	FEES/DURATION
	PRE-REQUISITES	\$1,370 10 days of training \$ 45 police service delivered
<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	We encourage students to become familiar with Scenes of Crime procedures, equipment and terminology in their own service prior to enrollment.	COURSE DATES/LOCATION
		Aug 16 - 27, 2010 OPC
		POLICE SERVICE DELIVERED
		Brantford Kingston
		Brockville OPP
		Chatham-Kent Ottawa
		Cornwall Peterborough
		Durham Thunder Bay
		Guelph Timmins
		Halton Toronto
		Hamilton York

Shooting Scene Examination

This in-depth course will provide the Forensic identification specialist the training required to examine shooting scenes. The hands-on training will provide an understanding of firearms, ammunition, bullet strikes, equipment/tools and documentation techniques. They will study the basics of trajectory and ballistics and practice collecting, packaging and submitting evidence for laboratory examination following accepted procedures.

TOPICS	DRESS	ASSESSMENT STANDARDS
▪ Firearms ammunition ▪ Nomenclature ▪ Condition ▪ Trace evidence location and collection ▪ Ejection patterns ▪ Safe gun handling and proving ▪ Practical test firearm safety ▪ Basics of trajectory ▪ Ballistics ▪ Distance determination ▪ Documentation of evidence ▪ Photography ▪ Sketching ▪ Measuring	Uniform or court attire Some assignments are conducted outdoors. Students are advised to bring seasonally appropriate clothing.	Students are assessed by written examination and practical assignments.
	CLASS SIZE	CERTIFICATION
	16 participants	Certificate and evaluation will be issued upon successful completion of course requirements.
	PRE-REQUISITES	FEES/DURATION
	Forensic identification Officer course or equivalent.	\$670 5 days of training
		COURSE DATES/LOCATION
		May 31 – Jun 4, 2010 OPC

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.

In April 2010, the Ontario Police College and the Ontario Association of Chiefs of Police is planning to host an Issues and Themes Conference. Information is available in the Conference section of this calendar and will be updated as the syllabus is updated.

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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 course is primarily intended for police officers and civilians who have not taken the half-day Business Writing session on the L.E.A.D.E.R. 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 will be issued upon course completion.	\$ 135 One day training \$ 85 satellite training
		COURSE DATE/LOCATION
		Mar 23, 2010 Peel
		May 11, 2010 OPC
		Jun 1, 2010 York
		Oct 19, 2010 OPP

Building Leadership Strength through Self-Awareness

An effective police leader demonstrates a balance between excellent task performance and superior interpersonal skills. The individual who intentionally develops themselves through personal awareness about their interaction with others is better able to model best practices. 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 the 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 - Personality blends - Individual personality dynamics - 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 all police service members performing or assigned supervisory duties as confirmed by the Chief of Police or designate.	24 participants
		DRESS
		Uniform or court attire
	ASSESSMENT STANDARDS	
	Full attendance is required as students are evaluated on participation in class discussion and numerous group exercises.	FEE/DURATION
		\$135 one day of training \$ 85 satellite training
	CERTIFICATION	
	Certificate of attendance will be issued upon course completion.	COURSE DATE/LOCATION
		May 12, 2010 OPP - Orillia
		Jun 29, 2010 Ottawa
		Nov 01, 2010 OPC
		Nov 09, 2010 Peel
		Nov 30, 2010 Waterloo

Delivering Service Excellence in Policing

The manner in which all police service personnel communicate and interact with clients and each other influences the quality of the interaction and the level of job satisfaction experienced. Effective customer service differentiates between the satisfactory perception of a police service and complaints.

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. Participants will review past practices, assess their personal behaviours, determine effective service delivery strategies, and design a plan for effective implementation.

TOPICS	ASSESSMENT STANDARDS	DRESS
- Service clients - Great service - Service WOW - Service principles - Accountability - 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
		\$135 one day of training \$ 85 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.	Jan 20, 2010 London
		Jan 26, 2010 OPC
		Mar 3, 2010 Peel
		Mar 10, 2010 London
		Mar 24, 2010 Oxford
		Mar 30, 2010 Oxford
		May 27, 2010 Ottawa
		Sep 28, 2010 Thunder Bay
		Oct 13, 2010 Halton
		Dec 1, 2010 Waterloo
	CLASS SIZE	
	24 participants	

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. Review 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 effective implementation will embed the principles of emotional intelligence.

TOPICS	ASSESSMENT STANDARDS	FEEES/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.	\$135 one day of training \$ 85 satellite training
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 designate.	Certificate of attendance will be issued upon course completion.	May 26, 2010 Ottawa Jun 08, 2010 OPP Jun 8, 2010 Peel Nov 04, 2010 OPC
	CLASS SIZE	
	24 participants	
	DRESS	
	Uniform or court attire	

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 civilian members being prepared to assume the duties of supervisor as confirmed by the Chief of Police or designate.	24 participants
	Pre-Course Material- A book titled “Leadership and Self Deception” will be supplied and must be read before the course starts.	DRESS
		Uniform or court attire
		FEE/DURATION
		\$225 2 days of training \$120 satellite courses
	ASSESSMENT STANDARDS	
	Full attendance is required as students are evaluated on participation in class discussion and group exercises.	COURSE DATE/LOCATION
		May 27 – 28, 2010 Peel
		Jun 17 – 18, 2010 Windsor
		Sep 28 – 29, 2010 OPP
		Oct 13 – 14, 2010 Ottawa
		Nov 02 – 03, 2010 OPC
	CERTIFICATION	
	Certificate of attendance will be issued upon course completion.	

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

(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
- Emerging police 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 - Stakeholder relations - Leadership in action - Business writing - Media relations & strategic communications - Alternative dispute resolution - Word - Leadership - Exercising excellence - Facilitating Career Management The case study model is used as the foundation for the course.	Students must have completed: - Front Line Supervisor course or equivalent This course is open to: - Staff Sergeants - Sergeant confirmed to Staff Sergeant (letter of confirmation required from the Chief or designate or senior commander) - Those above the rank of Staff Sergeant - Civilian managers	Full attendance and participation in assignments, small and large group work, case study assignment and post-course final assignment.
	DRESS	CERTIFICATION
	Uniform or court attire	Certificate and evaluation will be issued upon successful completion of course requirements.
	MISCELLANEOUS	FEES/DURATION
	Additional middle management course that would be an asset:	\$1,680 10 days of training
	Leading a Learning Police Organization	COURSE DATES/LOCATION
		Feb 1 – 12, 2010 OPC
		Apr 12 - 23, 2010 OPC
		Sep 13 – 24, 2010 OPC
		Nov 15 – 26, 2010 OPC
CLASS SIZE		
24 participants		

Leading a Learning Police Organization

(Capture, retain and transfer the expertise of your people)

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 assignment, and group exercises.	\$445 4 days of training \$240 Satellite training
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate and evaluation will be issued upon successful completion of course requirements.	Apr 27 – 30, 2010 OPC
	CLASS SIZE	Jun 1 – 4, 2010 Ottawa
	24 participants	Oct 25 – 28, 2010 Hamilton
PRE-REQUISITES	DRESS	
This course is open to all police leaders and civilians 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 behaviours. The way police leaders manage and interact with front-line staff, influences the quality and manner in which front-line personnel interact with clients. The role of the police manager is 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, to cultivate the spirit of service excellence within their respective unit so they in turn, will be demonstrated 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 - Service principles - Accountability - 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
		\$135 One day of training \$ 85 Satellite courses
	CERTIFICATION	
PREREQUISITES	Certificate of attendance will be issued upon course completion.	COURSE DATE/LOCATION
The candidate must be a police service manager, sworn or civilian.		Mar 4, 2010 Peel May 11, 2010 OPP - Orillia May 28, 2010 Ottawa Sep 29, 2010 Thunder Bay Nov 05, 2010 OPC Dec 2, 2010 Waterloo
	CLASS SIZE	
	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 May 03 – 07, 2010 OPC

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.

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.	\$760 5 days of training \$520 satellite training	
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate of Attendance will be issued upon completion of course.	Jan 11 – 15, 2010	OPC
		Feb 22 – 26, 2010	OPC
	CLASS SIZE	Jun 14 – 18, 2010	OPC
PRE-REQUISITES		Oct 18 – 22, 2010	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) or 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 CERTIFICATION Certificate of Attendance will be issued upon completion of course. CLASS SIZE 24 participants DRESS Uniform or court attire	This course can also be delivered on an outreach basis in any suitably equipped training facility. FEES/DURATION \$790 5 days of training COURSE DATES/LOCATION Dec 6 – 10, 2010 OPC

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.

Speaker Series

The Leadership Speaker Series features compelling, dynamic, and inspirational speakers and renowned experts who offer unique perspectives and insights on topics that impact our people, our organizations, and our policing community. The event affords the opportunity to interact with peers, build a professional network, and enhance leadership.

TOPICS	CLASS SIZE	FEES / DURATION
Topic will be communicated by an <i>All Chief's Memo</i> .	200 participants	TBA via All Chiefs Memorandum
PREREQUISITES	DRESS	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.	Uniform or courts attire	Dec 7, 2010 TBD

Team Building

This course is designed for police leaders who want to reap the benefits of cohesive, goal-oriented and dynamic high-performing teams. Participants 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 lecturettes to provide students with tools for building 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	\$215 2 days of training	
		\$120 Satellite training	
	CERTIFICATION	COURSE DATES/LOCATION	
	Certificate of attendance will be issued upon course completion.	Jan 21 – 22, 2010	Halton
		Feb 17 – 18, 2010	OPC
	CLASS SIZE	Mar 9 – 10, 2010	Peel
	24 participants	May 11 – 12, 2010	Ottawa
		Jun 9 – 10, 2010	Waterloo
PRE-REQUISITES		Sep 1 – 2, 2010	OPC
This course is open to police and civilian members performing or assigned the duties of team leadership as confirmed by the Chief of Police or designate.	DRESS		
	Uniform or court attire		

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
Karen Mackenzie Team Leader	519 773 4237	karen.mackenzie@ontario.ca
Saleha Khan	519 773 4229	saleha.khan@ontario.ca

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
Current Issues	Full attendance.	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 will be issued upon course completion.	TBD
CLASS SIZE	DRESS	
100 participants	Uniform or court attire	
	MISCELLANEOUS NOTES	
	Details will be provided through dissemination of All Chiefs memorandum.	

Facilitating and Assessing Police Learning Course

The course is a foundational course in instruction / facilitation / training – focusing on both classroom and skills learning and performance. This course will prepare students to conduct police training, and to take advanced train-the-trainer courses. It will meet the needs of police / ministry 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, including subject matter experts (e.g. Use of Force, SOCO, Police Communicators, GIT, and Domestic Violence) seeking train-the-trainer certification. The course is designed to enable participants to understand and apply adult learning principles and methodologies when facilitating and assessing police learning.

This course will require after hours commitment from the candidate.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION	
• Introduction to Adult Learning • Introduction to Lesson Design • Facilitation Skills • Assessing Performance • Psychomotor Skills Training • Judgment Skills Training • Managing Learner Stress • Professional Development	Participants will be required to: • Participate in classroom activities • Demonstrate competencies in practical performances • Complete the final assessment in accordance with the rubric	\$ 870 10 days of training	
		COURSE DATES/LOCATION	
		Apr 19 – 30, 2010	OPC
		Oct 18 – 29, 2010	OPC
	CERTIFICATION		
PRE-REQUISITES	Certificate and evaluation will be issued upon successful completion of course requirements.		
As described in course description.			
CLASS SIZE	DRESS		
24 participants	Uniform or court attire		
EQUIPMENT REQUIREMENT	MISCELLANEOUS NOTES		
• Approved security holster and belt (minus gun and OC Spray) • Lap top (Recommended) • Clothing for outdoor weather	This course is recommended for OPC Train-the-Trainer courses.		

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
Lino Couto Defensive Tactics Team Leader	519 773 4465	lino.couto@ontario.ca
Erin Knights Firearms Team Leader	519 773 4280	erin.knights@ontario.ca
Mike Gobeil Domestic Violence Investigation Train-the-Trainer Course	519 773 4268	michael.gobeil@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

ASP Instructor Certification Course

The ASP Instructor Certification (AIC) course focuses on instructional techniques, mechanical functions and maintenance procedures for the ASP Tactical Baton and Tactical Restraints.

This course is designed to offer the learner the latest in manufacturer-centered skills development and product familiarization. At the conclusion of the program the learner shall be familiar with ASP basic principles of training and terminology. In addition, ASP principles of control theory and use of force, as it relates to the baton and restraints, will be covered. Successful candidates will receive certification from both the Ontario Police College and ASP inc..

The 3-day ASP Instructor Certification (AIC) program focuses on instructional techniques, mechanical functions and maintenance procedures for the ASP Tactical Baton and Tactical Restraints.

The 2-day ASP Tactical Baton Instructor Certification (AC) program focuses on instructional techniques, mechanical functions and maintenance procedures for the ASP Tactical Baton.

The 1-day ASP Tactical Handcuff Instructor (AIC) program focuses on instructional techniques, mechanical functions and maintenance procedures for the ASP Tactical Restraints.

TOPICS	ASSESSMENT STANDARDS	CLASS
- ASP Training Principles - ASP Training Terminology - Control Theory - Use of Force Principles - Components of the ASP Baton - Friction Loc Baton Operation - Lever Loc Baton Operation - Body Mechanics of Proper Power Generation - Baton Skills Evaluation - Dynamic Proficiency Testing - Instructional Evaluation - Components of the ASP Restraints - ASP Restraint Training Principles - ASP Restraint Technical Characteristics - Restraint Concepts - Restraint Terminology - Restraint Skills Evaluation - Written Examination	Candidates must successfully meet standards in both written and practical proficiency testing. CERTIFICATION Certificate and evaluation will be issued upon successful completion of course requirements. DRESS Police Service uniform, tactical or training attire is required. Your candidate requires sufficient and adequate footwear with good lateral support. MISCELLANEOUS NOTES 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.	TBD EQUIPMENT REQUIREMENTS - Service issue duty belt - ASP expandable baton and scabbard - Handcuffs and keys - Mouth guard - No live ammunition - No duty firearms permitted in training area - Pen and paper FEES/DURATION/CLASS SIZE \$115 3 days of training \$TBA 2 days of training \$TBA 1 day of training COURSE DATES/LOCATION TBD
PRE-REQUISITES All ASP instructor courses are open to all police service members assigned or to be assigned as Use-of-Force instructors. Previous baton training and Adult Education experience would be an asset.		

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 and evaluation 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 FEE/DURATION/CLASS SIZE \$385 4 days of training COURSE DATES/LOCATION TBD
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 Defenses	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 and evaluation will be issued upon successful completion of course requirements.	Jan 4 – Mar 26, 2010 OPC
		May 3 – Jul 27, 2010 OPC
		Sep 7 – Dec 1, 2010 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
	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.
TRAINING THE DVI TRAINER		FEES/DURATION
- Adult Learning Principles - Effective Presentations - Learning Outcomes - Learning Style Inventory - Tips for the DVI Trainer		\$560 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
20 participants		Apr 19 – 23, 2010 OPC Dec 6 – 10, 2010 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 - Stoppages and Immediate action drills - Proficiency testing - Close quarter skills - Flashlight techniques - Lateral movement - Single handed shooting - Multiple threats - Firearms identification - Shoot, move and communication drills - Incident stress - Judgment drills and live fire simulations - Survival stress and motor skills - Open dynamic training - Coaching/Identifying and correcting shooting errors - Evaluating students - Target analysis	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 1st class constable. 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 and evaluation 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 4 – Mar 26, 2010</td><td>OPC</td></tr><tr><td>Apr 28 – Jul 22, 2010</td><td>OPC</td></tr><tr><td>Sep 1 – Nov 26, 2010</td><td>OPC</td></tr></table>	Jan 4 – Mar 26, 2010	OPC	Apr 28 – Jul 22, 2010	OPC	Sep 1 – Nov 26, 2010	OPC
Jan 4 – Mar 26, 2010	OPC							
Apr 28 – Jul 22, 2010	OPC							
Sep 1 – Nov 26, 2010	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 and evaluation 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.	
	DRESS	COURSE DATES/LOCATION	
	Court attire or uniform and service issue uniform suitable for instruction.	Jan 4 – Mar 26, 2010	OPC
		May 3 – Jul 27, 2010	OPC
		Sep 7 – Dec 1, 2010	OPC
CLASS SIZE			
2 participants			

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. 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.	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. CERTIFICATION Diploma and evaluation 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 4 – Mar 26, 2010</td><td>OPC</td></tr><tr><td>May 3 – Jul 27, 2010</td><td>OPC</td></tr><tr><td>Sep 7 – Dec 1, 2010</td><td>OPC</td></tr></table>		Jan 4 – Mar 26, 2010	OPC	May 3 – Jul 27, 2010	OPC	Sep 7 – Dec 1, 2010	OPC
Jan 4 – Mar 26, 2010	OPC								
May 3 – Jul 27, 2010	OPC								
Sep 7 – Dec 1, 2010	OPC								
PRE-REQUISITES									
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.								
CLASS SIZE									
1 participant									

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	Certificate and evaluation will be issued upon successfully completion of course requirements.
	CLASS SIZE	
	12 participants	FEES/DURATION
	ASSESSMENT STANDARDS	\$765 7 days of training
	Practical evaluation and course end examination as well as classroom presentations.	COURSE DATES/LOCATION
	DRESS	Mar 22 – 30, 2010 OPC
	Uniform and suitable seasonal clothing for participation in outdoor practical training.	

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 and evaluation 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 Max 12 participants	- 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
PRE-REQUISITES This course is open to all use-of-force trainers and firearms instructors.		

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, Facilitating and Assessing Police 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 magazines - 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		\$2,105 15 days of training TBD Satellite course
CERTIFICATION		COURSE DATES/LOCATION
Diploma and evaluation will be issued upon successful completion of course requirements.		Jan 18 – Feb 5, 2010 Toronto Apr 12 – 30, 2010 OPC Aug 16 – Sep 3, 2010 OPC Nov 29 – Dec 17, 2010 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.

Crime Analyst

In partnership with Environmental Systems Research Institute Canada, the Ontario Police College is pleased to host their successful Crime Analysis course.

Crime Analyst is a suite of tools created specifically for the analysis of crime data collected by police forces and used by crime analysts. "Crime Analyst" comprises ten tools that provide the ability to perform spatial and temporal analysis, as well as examine repeat victimization and journey to crime patterns.

This course is being held following the Intro to ArcGIS for GeoSpatial Intelligence & Policing course.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Load the Crime Analyst Extension - Data set up and configuration - Perform Spatial Analysis using standard ArcGIS tools and specific Crime Analyst tools - Perform Temporal Analysis using specific Crime Analyst tools - Create Data clocks using aoristic methodology for Temporal Analysis - Create Hotspot maps for Density Mapping - Identify repeat offences - Identify similar crimes geographically - Analyze Journey to Crime - Manage queries - Select an incident by date/time - Import from Excel - Count by area for any given crime type and boundary - Match Addresses	Full attendance required Continuous assessment of coursework assignments. CERTIFICATION Certificate will be issued upon completion of course by ESRI Canada Limited. 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	\$ 545. one-day of training COURSE DATES / LOCATION May 7, 2010 OPC REGISTRATION DETAILS For registration details please contact: Applicants are required to register directly with ESRI Canada Inc., using on of the following methods: - Online: http://www.esricanada.com/english/CourseSearch.asp - Mail: 12 Concorde Place, Suite 900 Toronto On M3C 3R8 Questions can be directed to Melissa Lobo at mlobo@esricanada.com or 416-441-6035 Registration will be accepted on a first-come/first serve basis.
PRE-REQUISITES		
Class is open to sworn and civilian personnel Students should have completed Introduction to ArcGIS GeoSpatial Intelligence and Policing or Introduction to ArcGIS I.		
DRESS		
Uniform or court attire		
CLASS SIZE		
12 participants		

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	TBD 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

Ethics Train-the-Trainer

In partnership with the Institute for Law Enforcement Administration, the Ontario Police College is pleased to host their successful Ethics Train-the-Trainer course.

Successful completion of this program will authorize graduates to present the eight-hour Law Enforcement Ethics, the sixteen-hour Ethics for Field Training Officers, and four-hour In-Service Ethics courses within their own agencies or local/regional training sites

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
- Models for ethical decision-making - Identifying dilemmas and "Stakeholders" - The Six Pillars of Character and The Principles of Ethical Policing - The condition of society: What does it mean to policing? - Higher standards/different standards - Strategies for creating a healthy ethical environment - Understanding the present through the past - Classics: Teaching ethics from solid ground	Full attendance required CERTIFICATION 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). DRESS Court dress or uniform CLASS SIZE 30 participants MISCELLANEOUS NOTES The Ontario Police College is pleased to host the Institute for Law Enforcement Administration and their successful Ethics Train-the-Trainer course. Brochures with registration form available online. See registration details.	\$900 US 5 days of training (payable directly to Institute for Law Enforcement Administration) Participants are responsible for off-site accommodation. COURSE DATES/LOCATION TBD OPC REGISTRATION DETAILS 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
PRE-REQUISITES		
Police trainers and police personnel		

Intro to ArcGIS for GeoSpatial Intelligence & Policing

In partnership with Environmental Systems Research Institute Canada, the Ontario Police College is pleased to host their successful Intro to ArcGIS for GeoSpatial Intelligence & Policing courses.

Intro to ArcGIS for GeoSpatial Intelligence & Policing has been designed with input from the law enforcement community. It teaches uniformed and civilian crime analysts the core geographic information systems (GIS) skills they need to support their police services' missions using terminology, exercise scenarios, and data relevant to daily work.

TOPICS	PRE-REQUISITES	CLASS SIZE
ArcGIS overview: Capabilities and applications; Interacting with the interface; Basic map display.	Class is open to sworn and civilian personnel. Introduction to ArcGIS I is recommended.	12 participants
Spatial data concepts: Representing spatial data and descriptive information.		COURSE DATES/LOCATION
		May 4 – 6, 2010 OPC
Querying data: Selecting and identifying features ArcGIS Vector data models: Geodatabases; Shapefiles; Coverages; VPF; CAD.	ASSESSMENT STANDARDS	FEES/DURATION/CLASS SIZE
	Full attendance required. Continuous assessment of course work assignments.	\$ 1,635 3 days of training
ArcGIS raster data models: Supported formats and RPF.	CERTIFICATION	REGISTRATION DETAILS
	Certificate will be issued upon completion of course by ESRI Canada Limited.	For registration details please contact:
Spatial coordinate systems and map projections: Georeferencing data; Understanding map projections; How ArcMap works with map projections.	DRESS	Applicants are required to register directly with ESRI Canada Inc., using on of the following methods: - Online: http://www.esricanada.com/english/Co use Search.asp - Mail: 12 Concorde Place, Suite 900 Toronto On M3C 3R8
Working with tables: Work with data contained in a spreadsheet.	MISCELLANEOUS NOTES	
Editing: Tools for creating and editing spatial data; Editing attribute data.	Fees include course materials, accommodations and meals.	
Spatial analysis: Buffers; Spatial overlays; Extracting features for analysis; Analytical methods and tools.	Further course details, daily schedule, and registration form is available online, see details below.	Questions can be directed to Melissa Lobo at mlobo@esricanada.com or 416-441-6035
Map displays: Creating; Symbolizing; Scaling; Adding map elements.	Classes will run from 8:30 – 5:00 daily and 8:30 – 12:00 on Friday	Registration will be accepted on a first-come/first serve basis.

Issues and Themes Conference

The Ontario Police College and the Ontario Association of Chiefs of Police are please to offer the Issues and Themes conference. The conference will focus on a contemporary issue of critical importance to middle and senior managers of police services.

TOPIC	CLASS SIZE	DRESS
Specific details of the topic will be disseminated by an All Chiefs Memo.	50 - 100 participants	Uniform or court attire
PRE-REQUISITES	ASSESSMENT STANDARDS	FEES/DURATION
Police and civilian managers at the middle or senior level and have completed a managerial leadership course.	Full attendance at entire conference	TBD two days
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate of attendance will be issued upon completion.	Apr 7 – 8, 2010 Location TBA

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 behavioural 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:	COURSE DATES/LOCATION	REGISTRATIONS DETAILS
- Liaison Workshop - PREP Appraiser Training (or Refresher) - ECI Coaches Training - ECI/BG Facilitators Training	(ECI) Apr 12 - 16, 2010 OPC (B/G) Dec 6 - 10, 2010 OPC	For further information or registration details, please contact OACP CSS Administration: Tel: (800) 513-9652 e-mail: cts@applicanttesting.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 26 – 30, 2010 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.	



CANADIAN
POLICE
KNOWLEDGE
NETWORK



RÉSEAU
CANADIEN DU
SAVOIR
POLICIER

CANADIAN POLICE KNOWLEDGE NETWORK

The Ontario Police College has collaborated with the Canadian Police Knowledge Network (CPKN) to offer select OPC courses in a blended learning format. Using this approach, the *Advanced Patrol Training Course*, the *General Investigation Training Course*, and *Suspect Apprehension Pursuits* now integrate online training (e-learning) with traditional classroom sessions to provide learners with a comprehensive learning experience. The OPC and CPKN have also co-developed stand-alone training courses on *Diversity* issues.

e-Learning is an innovative training tool that allows a learner to work at his or her own pace, according to his or her own schedule. Accessible from any Internet-connected computer, e-learning significantly streamlines the time required to complete training while providing consistent, up-to-date information. CPKN's courses also use a range of multimedia applications including interactive tutorials, animations, and graphics to create an engaging learning environment.

Created in 2004, CPKN is a not-for-profit organization that is governed and guided by members of Canada's policing sector. CPKN collaborates with police services and training institutions across the country to develop e-learning options for police and other sectors of the law enforcement community. During the development process, content for courses is provided by nationally recognized Subject Matter Experts from the police sector while CPKN provides technical expertise around development and delivery platforms. CPKN is also a portal for training courses from other third party providers such as the Canadian Emergency Management College and St. John Ambulance.

In addition to a wide range of blended and stand-alone training options, CPKN provides learners with more than thirty e-working tools to support day-to-day operational activities. CPKN's current courseware catalogue includes:

- Advanced Patrol Training Course - Part 1
- Basic Investigation Skills
- Breath Test Pre-Course Training
- Characteristics of an Armed Person
- CPIC Query/Narrative Online Course
- Collision Investigation Level II - Part 1
- Domestic Violence Investigations
- Electronic Crime Scene Investigations
- Emergency First Aid and CPR Training for Police Officers (Active Canadian Emergency Training)
- Standard First Aid - Part 1 (St. John Ambulance)
- Firearms Identification for Public Agents
- Firearms Investigations
- General Investigation Training Course - Part 1
- Graffiti Investigation
- Harassment Awareness in the Workplace
- Hate and Bias Crime Investigation
- Interviewing
- Meth Lab: First Responder
- Missing Child: First Responder
- National Sex Offender Registry
- Niche Records Management System
- Principles and Values in Policing
- Search and Seizure: Warrantless Authorities
- Stolen Innocence: A Police Guide to Online Child Exploitation Video
- Suspect Apprehension Pursuits
- The Theory of Communication and Memory
- The Theory of Truth and Deception
- Urban Gang Dynamics

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)

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 three 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.

EQUIVALENCY PROGRAM

At the request of the Police Service, the Ontario Police College may consider potential candidates to be exempt from the Basic Constable Program.

The candidate must have completed a program of recruit police training in Canada. (BC Justice Institute, Edmonton Police Service, Calgary Police Service, Saskatchewan Police College, Winnipeg Police Service, Ecole Nationale de Police du Quebec, Atlantic Police Academy) in order to apply to write the exemption examinations. Candidates must have successfully completed a probationary period as equivalent and set out in the Police Services Act Section 44(1) plus the candidate's previous police service concluded in good standing.

Candidates who have completed RCMP training and qualifies under Section 44(4) of the Police Services Act. No further action is required.

OPC will not respond to any student exemption enquiry other than to refer them back to the police service.

Dates for candidates to write equivalency exams: Apr 21 and Apr 28, Aug 18 and Aug 25, Dec 15 and 20, 2010

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 Public Safety 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 three 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.

TRANSCRIPT

Requests must be accompanied by a \$15. cheque, money order, or major credit card.

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

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 #	SEX	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) ☐

2010 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	460		45
Coach Officer Training Course	325		45
Collision Reconstruction Level IV	1,580		
Crash Zone Drawing	530		
Deeley Harley-Davidson Canada	See pg		
Front Line Supervisor Course	1,040	560	
Technical Collision Investigation - Level III	1,560		
Traffic Supervisor Course	600		
COMMUNICATIONS/CPIC TRAINING UNIT			
Advanced Communications Techniques Course	195	90	
Advanced CPIC Query Course	425		
Communications Centre Supervisor	1,160		
CPIC Advanced Course	605		
CPIC Terminal Operator Course	1,110		
CRIMINAL INVESTIGATION UNIT			
Clandestine Lab Course	955		
Clandestine Lab Course Re-Certification Course	220		
Drug Investigation Course	870		
Fraud Investigation Course	870		
Gang Investigation Course	490		
General Investigation Training Course	870		45
Hazardous Environment Recognition Training Course	550		
Homicide Investigation Course	1,370		
Internet for Investigators	1,110		
Investigating Offences Against Children Course	1,180		
Investigative Interviewing Techniques Course	495	245	
Ontario Major Case Management Course	965	475	45
Search Warrant Course	460	220	
Sexual Assault Investigation Course	890	360	
Site Safety Supervisor Course	480		
Ontario Major Case Management Software Course	1,215	910	45
Youth Officers Course	350		
FORENSIC IDENTIFICATION UNIT			
Advanced Bloodstain Pattern Analysis Course	605		
Advanced Footwear Analysis Course	630	475	
Advanced Tire Analysis Course	595		
Applied Forensic Videography Course	595		
Advanced Friction Ridge Analysis Course	530		
Basic Bloodstain Pattern Recognition Course	570		
Bloodstain Pattern Analyst Understudy Program	1,580		
Chemical Treatment and Fluorescent Techniques Course	570		

Death Investigation Course	490		
Digital Imaging Enhancement Course	435		
Digital Photography Course	530		
DNA Data Bank Sample Collection and Warrant Course	120		
Fire Investigation Course	595		
Forensic Collection & Recovery of Human Remains Course	645		
Forensic Identification Course	5,000		
Math and Physics Course	925		
Scenes of Crime Course	1,370		45
Shooting Scene	670		
LEADERSHIP TRAINING			
Business Writing	135	85	
Building Leadership Strength through Self-Awareness	135	85	
Delivering Service Excellence in Policing	135	85	
Emotional Intelligence	135	85	
Influential Police Leadership	225	120	
LEADER Course	1,680		
Leading a Learning Police Organization	445	240	
Managing Customer Service in Policing	135	85	
Media Relations Course	830		
Police Services Act, Police Complaints Resolution and Human Resource Management Course	760	520	
Police Customer Service at the Front-Line	135	85	
Prosecutor/Hearing Officer Course	790		
Stakeholder Relations	320	220	
Team Building	215	120	
RACE RELATIONS and ADULT EDUCATION			
Facilitating and Assessing Police Learning Course	870		
TRAIN-THE-TRAINER and FACILITATOR COURSE			
ASP Instructor Course		TBD	
Carbine Course		385	
Defensive Tactics Facilitator Course	No fee*		
Domestic Violence Investigation Train-The-Trainer	560		
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	2,105		
MISCELLANEOUS FEES			
Promotional Exams	30		
Transcripts	15		

* 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.