



ONTARIO POLICE COLLEGE

**PO Box 1190
10716 Hacienda Road
Aylmer West ON N5H 2T2**

<i>Unit</i>	<i>Telephone</i>	<i>Facsimile</i>
Administration	(519) 773-5361	(519) 773-5762
Registration	(519) 773-4203	(519) 765-1519
Training Office	(519) 773-4218	(519) 773-8225

www.opconline.ca

Ministry of Community Safety
and Correctional Services

Ontario Police College
P.O. Box 1190
10716 Hacienda Road
Aylmer West ON N5H 2T2

Telephone:(519) 773-5361
Facsimile: (519) 773-5762

Ministère de la Sécurité communautaire et des
Services correctionnels

Collège de police de l'Ontario
C.P. 1190
10716 Rue Hacienda
Aylmer Ouest ON N5H 2T2

Téléphone: (519) 773-5361
Télécopieur:(519) 773-5762



MESSAGE FROM THE DIRECTOR

We are very pleased to present you with the 2006 Ontario Police College (OPC) calendar of courses. In designing this year's calendar, the management and staff of OPC wanted to present a bold new look, reflective of our commitment to traditions, and our continued efforts for innovation.

All the programs offered are continually revised to ensure they meet your needs and are up to date in content and methodology. A number of programs are receiving major changes and we will ensure you are notified of their availability upon their completion.

The Ontario Police College Mission, Values and Mandate statement guide all our offerings. The invaluable input and assistance we receive from all the advisory boards and committees is greatly appreciated. Your assistance is paramount in ensuring the quality of all our programs is second to none. We are proud to be Your College.

Sincerely,

Rudy Gheysen

Rudy Gheysen
Director

MANDATE

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

MISSION STATEMENT

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

SUPPORTING VALUES

PROFESSIONALISM

We are committed to upholding high standards of professional integrity.

ACCOUNTABILITY

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

SERVICE

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

INNOVATION

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

EMPOWERMENT

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

PARTNERSHIP

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

Table of Contents

Message from the Director	2
Mandate	3
Mission Statement	3
Supporting Values	3
General Information	6
History	6
Clients	6
Training Volume	6
Staffing	6
Holidays	6
Location	7
Services and Facilities	7
Accommodation	7
Audio-visual Services	7
Classrooms	7
Food Services	8
Health Centre	8
Information Technology Services	8
Library	8
Physical Fitness	8
Police Vehicle Operations	8
Printing Services	8
Promotional Process	8
Research and Evaluation Unit	9
Use of Force Facilities	9
Organizational Chart	9
PATROL TRAINING	10
Basic Constable Training	11
Advanced Patrol Training Course	12
Coach Officer Training Course	13
Collision Reconstruction – Level IV	14
Crash Zone Drawing Course	15
Front Line Supervisor Course	16
Police Traffic Operations Course	17
Technical Collision Investigation – Level III	18
SENIOR and SPECIAL TRAINING	19
COMMUNICATION / CPIC TRAINING UNIT	20
Advanced Communications Techniques Course	21
Communications Centre Supervisor Course	22
CPIC Advanced Course	23
CPIC Query/Narrative Course	24
CPIC Terminal Operator Course	25
CRIMINAL INVESTIGATION TRAINING	26
Clandestine Laboratories Investigation Course	27
Clandestine Laboratories Investigation Re-Certification Course	28
Drug Investigation Course	29
Fraud Investigation Course	30
General Investigation Training Course	31
Homicide Investigation Course	32
Investigating Offences Against Children	33
Investigative Interviewing Techniques Course	34
Ontario Major Case Management Course	35
Search Warrant Course	36
Sexual Assault Investigation Course	37
Site Safety Supervisor Course	38
Transitional Major Case Management Course	39
FORENSIC IDENTIFICATION TRAINING	40
Advanced Bloodstain Pattern Analysis Course	41
Advanced Footwear Analysis Course	42

Applied Forensic Videography Course	43
Advanced Friction Ridge Analysis Course	44
Basic Bloodstain Pattern Recognition Course	45
Bloodstain Pattern Analyst Understudy Program	46
Chemical Treatment and Fluorescent Techniques Course	47
Crime Scene Drawing Workshop.....	48
Digital Imaging Enhancement Course	49
Digital Photography Course.....	50
DNA Data Bank Sample Collection and Warrant Course.....	51
Fire Investigation Workshop	52
Forensic Identification Course	53
Forensic Collection and Recovery of Human Remains Course	54
Math and Physics Course.....	55
Scenes of Crime Course.....	56
LEADERSHIP TRAINING UNIT.....	57
L.E.A.D.E.R. Course.....	58
Media Relations Course	59
Police Services Act, Police Complaints Resolution and Human Resource Management Course.....	60
Prosecutor/Hearing Officer Course	61
RACE RELATIONS and ADULT EDUCATION TRAINING	62
Facilitating Adult Learning Course.....	63
TRAIN-THE-TRAINER and FACILITATOR COURSES.....	64
Coach Officer Train-The-Trainer Course	65
Defensive Tactics Facilitator Course	66
Domestic Violence Investigation Train-The-Trainer	67
Firearms Facilitator Course	68
Police Physical Training Facilitator Course	69
Police Vehicle Operations Facilitator Course	70
Radar/Lidar Instructor Training Course	71
Shotgun Instructor Course.....	72
Use of Force Trainer Course	73
SPECIAL CONFERENCES / SEMINARS / WORKSHOPS and FOCUS GROUPS	74
Community Policing Mobilization Program (CPMP)	75
Drug Abuse Resistance Education Officer's Training Course (D.A.R.E.)	76
Ontario Association Of Chiefs Of Police (OACP) Constable Selection System (CSS) Essential Competencies Interview & Background Investigation Training	77
Ethics: Train-The-Trainer.....	78
Police Fitness Personnel Of Ontario (PFPO)	79
Teaching Diversity: Train-The-Trainer	80
Office of the Registrar	81
Admissions Eligibility	81
Allocation Procedure	81
Attendance	81
Applications	81
Cancellations and Replacements.....	81
Expenses.....	81
Financial Arrangements	82
Joining Instructions.....	82
Medical Requirements.....	82
Physical Fitness	82
OPC Guide to Coordination of Satellite and Police Service Delivered Courses	83
Student Application Form	85
Application Form – FIRST NATIONS	87
Group Application Form.....	89
2006 OPC FEE STRUCTURE	91

GENERAL INFORMATION

HISTORY

The idea of creating a central police academy in Ontario was conceived by the members of the Ontario Association of Chiefs of Police in the early 1950s. In 1957, the forerunner group of the OACP, the Chief Constables' Association, agreed on a strategy to advance the formation of a compulsory police training institution for the Province. In January of 1959, the Attorney General appointed an advisory committee on police training and on July 12, 1962; he announced the formal establishment of the College, which offered its first classes 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 2005 the College anticipates we will have trained approximately 10,000 students, of whom 930 will be police recruits. Since the college opened in 1962, over 34,000 recruits have been training at OPC. Over 40,000 other students, in addition to recruits, have completed OPC courses as well.

STAFFING

The College employs 162 full and part-time employees, including support staff and instructors. The 49 permanent instructors are supplemented by police officers from various police services, usually contracted for a two-year period. Currently, there are 44 seconded and contract instructors. Please consult the organizational chart to see specific areas of responsibility.

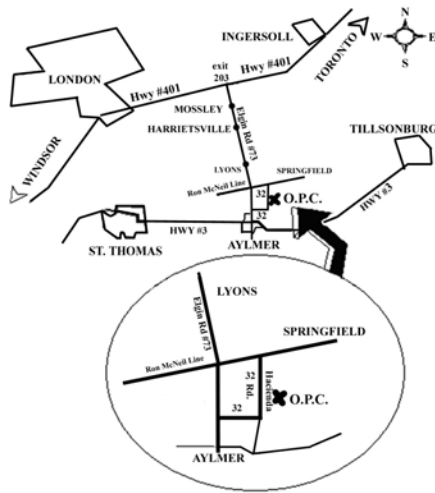
HOLIDAYS

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

HOLIDAY	DAY	DATE
New Year's Day	Monday	Jan. 2, 2006
Good Friday	Friday	Apr. 14, 2006
Easter Monday	Monday	Apr. 17, 2006
Victoria Day	Monday	May 22, 2006
Canada Day	Monday	July 3, 2006
Civic Holiday	Monday	Aug. 7, 2006
Labour Day	Monday	Sep. 4, 2006
Thanksgiving Day	Monday	Oct. 9, 2006
Remembrance Day	Friday	Nov. 10, 2006
Christmas Day	Monday	Dec. 25, 2006
Boxing Day	Tuesday	Dec. 26, 2006

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 (about 40 minutes by car)
Toronto's Pearson International Airport (about 2 hours by car)

By Car:

Take Highway 401 to Elgin Road 73 (Aylmer Exit)
Proceed south through the town of Lyons
Turn east (left) onto Ron McNeil Line
Turn south (right) onto Hacienda Rd.
Turn left onto College grounds

SERVICES AND FACILITIES

ACCOMMODATION

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

AUDIO-VISUAL SERVICES

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

CLASSROOMS

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

Four classrooms are dedicated to computer-based training. A communications classroom is supplied for recruit and specialist training in the use of Canadian Police Information Centre and emergency telecommunications equipment and procedures. The Forensic Identification Unit has a dedicated computer-equipped state of the art classroom. Major Case Management delivers computer-based training courses regarding proper documentation and retrieval of case information. The fourth classroom is equipped with twelve justice-networked computers. The library has 23 computers linked to the Internet to allow students to learn and stay in touch with family.

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.

As well, 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 2005, the Food Services staff prepared and served over 360,000 meals. Meals are prepared on a four-week rotation. In one year we serve approximately 13,000 litres of fruit juice, 40,000 litres of milk, 270,000 eggs, 88,000 chicken breasts and 4,000 kg of pasta. Mennill Hall, the student dining room, can seat 500 people at one time.

HEALTH CENTRE

The Health Centre at the Ontario Police College is here to provide exemplary patient care and foster excellence in health care delivery. Health teaching to the basic recruits, senior course students and the staff is a priority as preventative medicine is the key to a healthy lifestyle. The registered nurses are here to assist students in the management of their non-occupational and occupational illnesses and injuries. A high degree of confidentiality is always maintained. Last year, the Health Centre had a total of over 9,000 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.

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 loan 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, newly renovated weight training and stationary cardiovascular areas, locker and shower rooms. Outdoors facilities include: baseball diamonds, a running track, tennis courts, soccer field, volleyball, and badminton courts.

POLICE VEHICLE OPERATIONS

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

PRINTING SERVICES

A staff of three produces recruit and senior course material, promotional study guides, examinations, office forms and numerous other documents. In 2005 the print shop produced over 6.5 million images, most of the material in book form, totaling over 150,000 volumes.

PROMOTIONAL PROCESS

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 Federal Law, Provincial Law, Police Supervision/ Management, and Community Policing. The 2006 examinations will be held on **Sunday, March 26, 2006** at various locations across the province. Further information is available from your police service contact person .

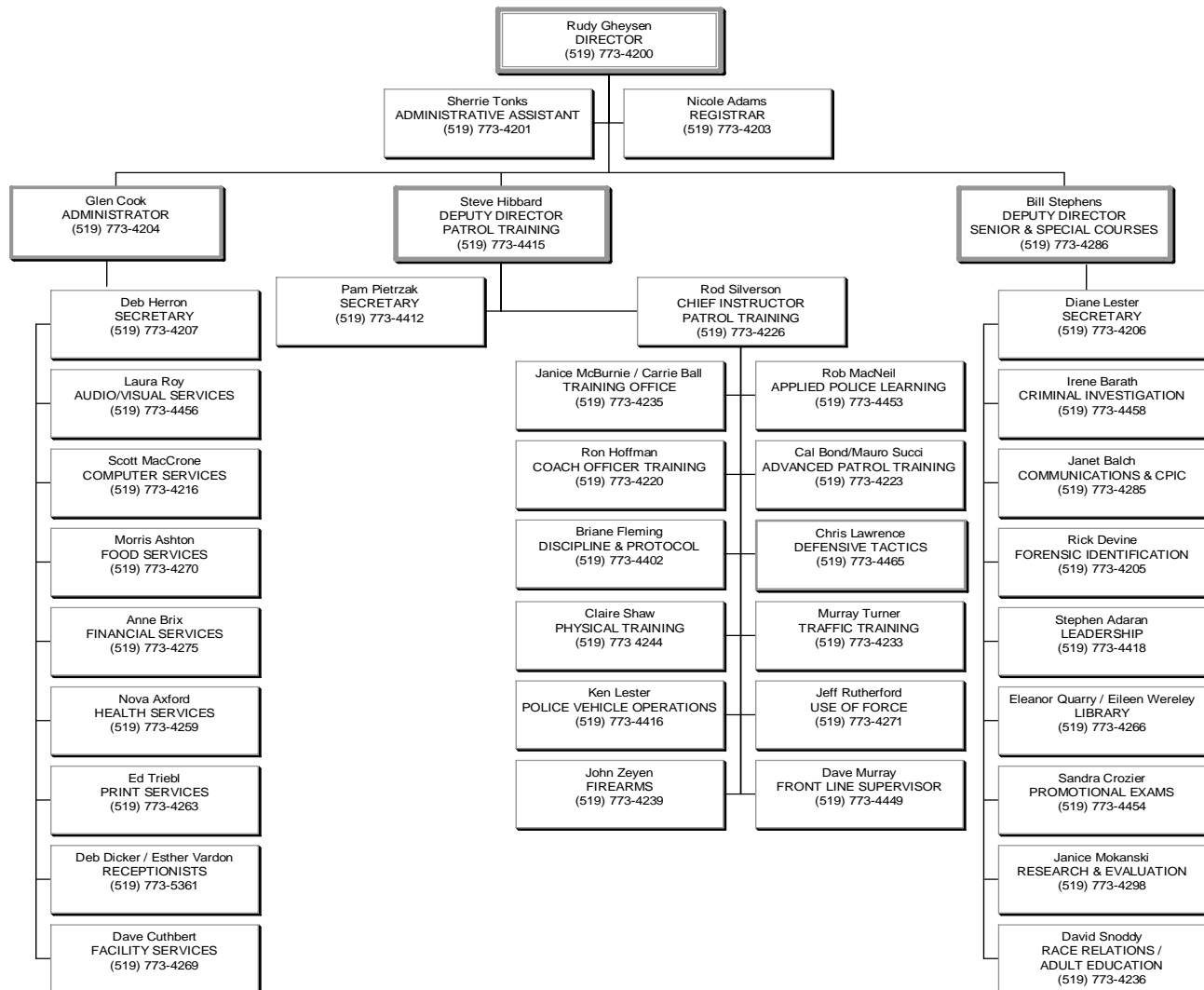
RESEARCH AND EVALUATION UNIT

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

USE OF FORCE FACILITIES

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

ORGANIZATIONAL CHART



PATROL TRAINING

Staff Member	Phone Number
Rod Silverson Chief Instructor, Patrol Training	519 773 4226

BASIC CONSTABLE TRAINING

Rob MacNeil Academic Police Learning, Team Leader	519 773 4453
Ken Lester Police Vehicle Operations, Team Leader	519 773 4416
Jeff Rutherford Use of Force, Team Leader	519 773 4271
Chris Lawrence Defensive Tactics, Team Leader	519 773 4465
Claire Shaw Physical Training, Team Leader	519 773 4244
John Zeyen Firearms Training, Team Leader	519 773 4239
Briane Fleming Protocol/Drill Officer	519 773 4402

PATROL TRAINING

Cal Bond Advanced Patrol Training, Team Leader	519 773 4223
Mauro Succi Advanced Patrol Training	519 773 4238
Ron Hoffman Coach Officer	519 773 4220
David Murray Front Line Supervisor	519 773 4449
Murray Turner Traffic Training	519 773 4233

Basic Constable Training

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

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

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

TOPICS	PRACTICAL TRAINING	APPLIED POLICE LEARNING
<ul style="list-style-type: none"> ▪ Anti-racism ▪ Community policing ▪ Defensive tactics ▪ Domestic violence ▪ Drill ▪ Ethics ▪ Federal statutes ▪ Firearms ▪ Physical fitness ▪ Police vehicle operations ▪ Provincial statutes ▪ Tactical communications ▪ Use of force 	<p>Students not successfully completing any of the following subject areas, must be re-examined/tested at the request of the police service within 12 months unless special consideration is obtained from the Director.</p> <p><i>Defensive Tactics:</i> Students must meet standard in a series of tests.</p> <p><i>Firearms:</i> Students must meet standard in a series of tests. Tests will include judgment and proficiency.</p> <p><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.</p> <p><i>Police Physical Fitness:</i> Students must achieve a "meets standard" level rating on the Physical Readiness Evaluation for Police (PREP) test.</p>	<p>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 one year at the request of the police service.</p>
<p><u>PRE-REQUISITES</u></p> <p>Must be a police officer as defined in s.2 of the <i>Police Services Act</i> or a First Nations Constable appointed under s.54 (1) of the <i>Police Services Act</i>. 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.</p> <p>Note: S.44 (4) of the <i>Police Services Act</i> sets out exemptions to requirements for completion of the BCT program.</p>	<p><u>MISCELLANEOUS NOTES</u></p> <p>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 must return the student to the respective police service.</p> <p>Pre-course material contains a list of dress, textbook and equipment requirements, personal items and a general information sheet for each candidate.</p>	<p><u>DRESS</u></p> <p>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.</p> <p><u>FEES/DURATION</u></p> <p>\$7,500 60 training days</p> <p><u>COURSE DATES</u></p> <p>Jan 9 – Mar 31, 2006</p> <p>May 3 – Jul 27, 2006</p> <p>Sep 6 – Nov 30, 2006</p>
<p><u>CERTIFICATION</u></p> <p>Diploma upon successful completion</p>		

Advanced Patrol Training Course

A 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 Ontario Police College APT in-house program is designed as a five-day course. However, the outreach program is sufficiently flexible to be delivered in modular format to meet the needs of individual services. Police services may apply to have their police service designated as an APT site (see protocol for procedures). Host sites are encouraged to make spaces available to neighboring police agencies. It is the responsibility of individual police services to make their own arrangements.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<i>Mandatory modules</i> <ul style="list-style-type: none"> ▪ Arrest ▪ Criminal Offences ▪ Drugs ▪ Investigative Detention ▪ Law on Interviewing ▪ Law on Drinking & Driving ▪ Provincial Statutes ▪ Search and Seizure Without Warrant 	Full attendance is mandatory due to the compact nature of the course. Depending upon the delivery format selected, a final grade will be based upon a closed book test in combination with a grade for participation.	\$450 5 days of training, \$ 40 police service delivered training
	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>
		May 15 - 19, 2006 OPC Nov 20 – 24, 2006 OPC
<i>Electives</i> <ul style="list-style-type: none"> ▪ Biker Enforcement Unit ▪ Crime Scene Protection ▪ Domestic Violence ▪ Drug Lab Detection ▪ Federal Parole Violators ▪ Fraud ▪ Organized Crimes ▪ Interviewing Techniques ▪ Mental Illness ▪ Missing Persons Search ▪ Notebooks ▪ Officer Safety ▪ Search with warrant ▪ Tactical Communication ▪ Traffic Law ▪ Use of Force ▪ Weapons ▪ Provincial Weapons Unit 	Certificate will be issued upon successful completion of course requirements. No additional equipment is required if attending an Ontario Police College course. Contact host site for information on equipment required.	<u>POLICE SERVICE DELIVERED</u>
	<u>MISCELLANEOUS NOTES</u>	Amherstburg Niagara Regional Aylmer North Bay Barrie O.P.P. Belleville Orangeville Brantford Ottawa Chatham-Kent Owen Sound Cornwall Peel Regional Durham Regional Peterborough/Lakefield Greater Sudbury Sarnia Guelph Sault Ste. Marie Halton Regional South Simcoe Hamilton Stratford Kingston Thunder Bay LaSalle Waterloo Regional Leamington Windsor London York Regional
	<u>CLASS SIZE</u>	
	24 participants	
	<u>DRESS</u>	
	Uniform or court attire	
<u>PRE-REQUISITES</u>		
Sworn peace officers		

Coach Officer Training Course

This 3-day course is intended for police service personnel selected to be coach officers from police services who do not have a training branch. It is expected that police services with their own training branch will deliver the course in service with lesson materials developed by OPC staff (see Coach Officer Train-The-Trainers Course).

As with the Advanced Patrol Training course, the modules listed below represent the core components of coach officer training. With prior approval of the course coordinator, additional elective subjects may be added to courses delivered Satellite.

This course is currently under review. The re-designed information will be distributed with the joining instructions.

TOPICS	CERTIFICATION	POLICE SERVICE DELIVERED
<ul style="list-style-type: none"> ▪ Orientation ▪ Role of Coach Officer in Recruit Training Continuum ▪ Leadership ▪ Coaching Skills ▪ Workplace Issues ▪ Legal Issues ▪ Performance Management Systems 	Certificate will be issued upon successful completion of course requirements.	Brantford Chatham-Kent Durham Regional Greater Sudbury Guelph Halton Regional London Niagara Regional O.P.P. Peel Regional Peterborough/Lakefield Sarnia Sault Ste. Marie Stratford Thunder Bay Toronto Waterloo Regional Windsor York Regional
	<u>DRESS</u> Uniform or court attire	
	<u>MISCELLANEOUS NOTES</u> Contact coordinator for details on police service delivered courses.	
<u>PRE-REQUISITES</u> This course is open to all police service members assigned, or to be assigned, as coach officers for their police service. Services without a training officer or unit, will be given first preference for positions at the Ontario Police College.	<u>FEES/DURATION</u> \$325 3 days of training \$40 police service delivered training	
<u>CLASS SIZE</u> 14 participants	<u>COURSE DATES/LOCATION</u> Mar 13 – 15, 2006 OPC Nov 13 - 15, 2006 OPC	
<u>ASSESSMENT STANDARDS</u> Students will be presented with a realistic scenario, and will be required to identify the most reasonable response(s), given the situation. There may also be a written test.		

Collision Reconstruction – Level IV

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

<u>TOPICS</u>	<u>CLASS SIZE</u>	<u>EQUIPMENT REQUIRED</u>
<ul style="list-style-type: none"> ▪ 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 	<p>24 participants</p> <hr/> <p style="text-align: center;"><u>ASSESSMENT STANDARDS</u></p> <p>Assigned multiple projects, mid course and final examinations, and a comprehensive post course assignment.</p> <hr/> <p style="text-align: center;"><u>CERTIFICATION</u></p> <p>Certificate will be issued upon successful completion of course requirements.</p> <hr/> <p style="text-align: center;"><u>DRESS</u></p> <p>Uniform Seasonal attire, for outdoor practical training.</p> <hr/> <p style="text-align: center;"><u>MISCELLANEOUS NOTES</u></p> <p>The program contains extensive project work, during the class day and after hours.</p> <p>Full attendance is mandatory.</p>	<p>Scientific calculator Laptop computer is optional</p> <hr/> <p style="text-align: center;"><u>FEES/DURATION</u></p> <p>\$1,565 13 days of training</p> <hr/> <p style="text-align: center;"><u>COURSE DATES/LOCATION</u></p> <p>Apr 3 – 21, 2006 OPC</p>
<u>PRE-REQUISITES</u>		
<p>Documentation for the following will be required with application:</p> <ul style="list-style-type: none"> ▪ Technical Collision Investigation – Level III certificate eg: CPC, OPP, Toronto ▪ Autosketch or some other form of AutoCAD training 		

Crash Zone Drawing Course

Computerized crime scene drawing course. Collision or crime scene investigators, are required to identify all evidence factors and events which occurred in an event. 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
<ul style="list-style-type: none"> ▪ 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 	<p>Students are assessed by written examination and demonstrated performance.</p>	<p>Having knowledge of Microsoft Windows® will keep the class at a productive pace.</p>
	<p>CERTIFICATION</p>	<p>FEE/DURATION</p>
	<p>A certificate will be issued upon successful completion of course requirements.</p>	<p>\$515 3 days of training</p>
	<p>CLASS SIZE</p>	<p>COURSE DATES/LOCATION</p>
<p>PRE-REQUISITES</p>	<p>DRESS</p>	<p>TBD OPC</p>
<p>Technical Collision Investigation Level III. Computer knowledge and skills.</p>	<p>Uniform or court attire and appropriate clothing for crime scene examinations.</p>	

Front Line Supervisor Course

The Front Line Supervisor course has been developed for those officers becoming Sergeants or those who have been in the rank less than one year. The focus of the course is on Basic Operations Management and Leadership topics pertaining to the role of Patrol Sergeant in preparation for their new challenges and responsibilities.

Students will sharpen critical thinking skills and develop action plans to increase leadership effectiveness by exposing the learner to what people expect from leaders. They will understand the leadership roles of strategist, change agent, coach, manager, communicator, mentor and team member. The learner will discover how to develop a personal and unique leadership style for maximum impact.

TOPICS	DRESS	CERTIFICATION																				
<ul style="list-style-type: none"> • Transition to Leadership • Leadership Assessment • Leadership • Presentation Skills • Critical Incident Supervision • Adequacy Standards • Diversity Issues • Coaching • Performance Management • Traffic • Arrest and Release • Transfer of Learning • Strategies for Leading Change • Teambuilding • Crime Scene Supervision • Pursuit Supervision • Special Investigations Unit (SIU) • Domestic Violence • Sexual assault • Organizational Skills • Provincial Law • Ethics • Conflict Management 	Uniform or court attire	Certificate upon successful completion																				
	<p style="text-align: center;"><u>MISCELLANEOUS NOTES</u></p> <p>The course is demanding and requires intensity and a keen focus during its full days.</p> <p>A new text, <u>Effective Police Supervision, 4th Edition</u>, has been chosen to support the Front Line Supervisor course replacing Management of Organizational Behavior. The text and study guide may be purchased at the OPC Tuck Shop. The cost of the text is \$85.00 Canadian, and the study guide is \$35.00 Canadian. Although some of the leadership material presented in the course is sourced from this text, the primary function of the text is as a reference book for the course.</p> <p>Purchase of these resources is not mandatory, but they will provide an excellent resource for supervisor's bookshelves. Candidates may also wish to check alternate sources for text availability.</p> <p>The text is required reading for the OPC Promotional Examinations at both the Constable to Sergeant and the Sergeant to Staff Sergeant levels</p> <p>Please note that the Front Line Supervisor Course is designed to prepare new Sergeant's for their challenging role, not to prepare students for the promotion exam.</p>	<p style="text-align: center;"><u>FEES/DURATION</u></p> <p>\$940 10 days of training \$405 partnership training</p>																				
<p style="text-align: center;"><u>CLASS SIZE</u></p> <p>30 participants</p>	<p style="text-align: center;"><u>ASSESSMENT STANDARDS</u></p> <p>Students will be assessed by completing a syndicate assignment and a final written exam.</p>	<p style="text-align: center;"><u>COURSE DATES/LOCATION</u></p> <table border="0"> <tr> <td>Jan 9 – 20, 2006</td> <td>Halton Regional</td> </tr> <tr> <td>Feb 13 - 24, 2006</td> <td>OPC</td> </tr> <tr> <td>Feb 20 – Mar 3, 2006</td> <td>Peel Regional</td> </tr> <tr> <td>Mar 20 - 31, 2006</td> <td>OPC</td> </tr> <tr> <td>May 8 – 19, 2006</td> <td>York Regional</td> </tr> <tr> <td>May 22 – Jun 2, 2006</td> <td>Durham Regional</td> </tr> <tr> <td>Sep 25 – Oct 6, 2006</td> <td>OPC</td> </tr> <tr> <td>Oct 16 – 27, 2006</td> <td>Ottawa</td> </tr> <tr> <td>Nov 13 - 24, 2006</td> <td>Timmins</td> </tr> <tr> <td>Dec 4 – 15, 2006</td> <td>OPC</td> </tr> </table>	Jan 9 – 20, 2006	Halton Regional	Feb 13 - 24, 2006	OPC	Feb 20 – Mar 3, 2006	Peel Regional	Mar 20 - 31, 2006	OPC	May 8 – 19, 2006	York Regional	May 22 – Jun 2, 2006	Durham Regional	Sep 25 – Oct 6, 2006	OPC	Oct 16 – 27, 2006	Ottawa	Nov 13 - 24, 2006	Timmins	Dec 4 – 15, 2006	OPC
Jan 9 – 20, 2006	Halton Regional																					
Feb 13 - 24, 2006	OPC																					
Feb 20 – Mar 3, 2006	Peel Regional																					
Mar 20 - 31, 2006	OPC																					
May 8 – 19, 2006	York Regional																					
May 22 – Jun 2, 2006	Durham Regional																					
Sep 25 – Oct 6, 2006	OPC																					
Oct 16 – 27, 2006	Ottawa																					
Nov 13 - 24, 2006	Timmins																					
Dec 4 – 15, 2006	OPC																					
<p style="text-align: center;"><u>PRE-REQUISITES</u></p> <p>There are no course prerequisites. Candidates for this course include:</p> <p>Anyone moving to the rank of sergeant with a primary responsibility for uniform patrol.</p> <p>This course is designed for new sergeants with less than one year in the rank, or constables moving to the rank of sergeant.</p> <p>Civilian supervisors are not excluded from the course but the focus of the course is on uniform patrol issues.</p>																						

Police Traffic Operations Course

Designed in conjunction with the Ontario Traffic Conference (OTC), this course provides the knowledge, skills and attitudes considered necessary for officers responsible for the planning and supervision of traffic operations and programs.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<ul style="list-style-type: none"> ▪ Multi disciplinary cooperation project between police officers and engineers ▪ Traffic Concepts and Operational Review ▪ Uses and Applications of Traffic Accident Data ▪ Media Relations ▪ Coroner's role ▪ Management of Traffic Programs/Project ▪ Recent Law Amendments - HTA ▪ Special Event Planning ▪ Warrantless Searches / Articulable Cause ▪ Major Case Management - Collision ▪ CMV Load Securement ▪ CMV Enforcement ▪ Insurance Fraud – Motor Vehicle ▪ Team Building ▪ Effective presentation skills ▪ Work Zone Safety ▪ Vehicle Speeds and Speed Zoning ▪ Drinking and Driving Legislation and case law ▪ Suspended and Disqualified Driving ▪ Project Pipeline Overview ▪ Warrants - Traffic Control, PXO's, Stop Signs ▪ Traffic Signing and Geometric Design ▪ Pavement marking ▪ Use of Highway Traffic Act ▪ Ministry of Transportation Forms ▪ Rail Safety ▪ Innovative problem solving 	<p>Students will be tested in a syndicate presentation and two examinations.</p> <hr/> <p>DRESS</p> <hr/> <p>Uniform Seasonal attire for outdoor vehicle inspection</p> <hr/> <p>CLASS SIZE</p> <hr/> <p>20 participants</p> <hr/> <p>MISCELLANEOUS NOTES</p> <hr/> <ul style="list-style-type: none"> ▪ Criminal Code (Current) is required. ▪ The program contains extensive project work to be done after hours. ▪ Equipment – Laptop computer optional. ▪ HTA Supplied 	<p>\$1,100. This fee payable to the OTC. Fee includes accommodation and meals for 10 days of training, plus the OTC registration fee.</p> <p>The Ontario Traffic Conference 20 Carlton Street, Suite 121 Toronto, Ontario M5B 2H5 Tel: (416) 598-4138 Fax: (416) 598-0449</p> <p>Students are required to register directly with OPC, but, fees will be paid to the OTC.</p>
<p>PRE-REQUISITES</p> <hr/> <p>This course is open to all police service members.</p>	<hr/> <p>COURSE DATES/LOCATION</p> <hr/> <p>Feb 27 - Mar 10, 2006 OPC</p>	

Technical Collision Investigation – Level III

(Formerly Collision Reconstruction – 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. At the completion of Level III participants will have developed a high level of technical expertise.

TOPICS	PRE-REQUISITES	NOTES
<ul style="list-style-type: none"> • Terminology and Formulae Review • Scale Diagram Review • Measuring Review • Documentation Review • Field Sketches Review • Drag Factors and Grade • Systematic Collision Investigation • Physical Evidence • Introduction to Mathematics • Slide to Stop • Yaw and Critical Curve Speed • Vehicle Dynamics • Airbourne Equations • Time Distance relationships • Lamp Analysis • Tire Examination • Photography – including Night photography Techniques • Pedestrian Collisions • Human Occupant Injury Mechanisms • Crush • 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	The program contains extensive project work during the class day and after hours.
	CLASS SIZE	24 participants
	ASSESSMENT STANDARDS	COURSE DATES/LOCATION Sep 18 – Oct 6, 2006 OPC
	CERTIFICATION	
	DRESS	
	Uniform	
	NOTES	
	This program contains extensive project work during the class day and after hours.	
	EQUIPMENT	
	Scientific calculator, and a laptop computer is optional.	

SENIOR AND SPECIAL TRAINING

COMMUNICATION / CPIC TRAINING UNIT

This unit provides training for Canadian Police Information Centre (CPIC) operators, police communicators and Category II & III agencies. Our training is designed to meet the changing needs of police communicators and police communications trainers. Note: the CPIC Advanced course, which provides training in advanced CPIC and records management, replaces the former CPIC Intermediate and Records/Advanced CPIC courses.

Staff Member	Phone Number	e-mail
Janet Balch Team Leader	519 773 4285	janet.balch@jus.gov.on.ca
Shelly Prout	519 773 4284	shelly.prout@jus.gov.on.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
<ul style="list-style-type: none"> ▪ Court procedures/legal issues** ▪ Critical incident stress ▪ Dynamics of victimization** ▪ Quality service** ▪ Stress management** ▪ Suicidal / <i>M.H.A.</i> Issues** ▪ Advanced communication techniques** 	Certificate of attendance will be issued upon successful completion of course.	\$190 2 days of training \$75 Satellite courses
<u>PRE-REQUISITES</u>	<u>MISCELLANEOUS NOTES</u>	<u>COURSE DATES/LOCATION</u>
Minimum of one (1) year experience working in the communications field including front desk personnel.	This course can be delivered on an outreach basis in any suitably equipped training facility. **Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators	Apr 19 – 20, 2006 OPC Nov 14 – 15, 2006 Peel Regional
<u>CLASS SIZE</u>	<u>DRESS</u>	
40 participants	Uniform or court attire	

Communications Centre Supervisor Course

NEW

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

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

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
Management Process Transition to Supervision Leadership Adequacy Standards Diversity Conflict Resolution Ethics Performance Management Developing Functional Teams Organizations Skills Wellness and Stress Management	Students will be assessed by class participation, a group project, and a series of written tests.	\$1,135 10 days of training.
	CERTIFICATION	CLASS SIZE
	Certificate upon successful completion.	20 participants.
	DRESS	COURSE DATES/LOCATION
	Business attire.	Jun 5 – 16, 2006 OPC
PRE-REQUISITES	MISCELLANEOUS NOTES	
There are no course pre-requisites.	This course is demanding and requires intensity and a keen sense of focus during its' full days.	
Uniform members will not be excluded from this course but the focus is on civilian communication supervisors.		

CPIC Advanced Course

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

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION		
<ul style="list-style-type: none"> ▪ Role of OACIS, Ontario Advisory Committee Information Systems ▪ Security, confidentiality and misuse of CPIC** ▪ System audit, Validation and Entry verification processes ▪ Offline searches for CPIC** ▪ A.C.U.P.I.E.S. queries and message functions** ▪ Freedom of Information ▪ P.A.R.I.S. system** ▪ Provincial and Zone Alerts ▪ Disclosure and Court** ▪ Youth Criminal Justice Records ▪ Criminal Records Management ▪ Suspension control records ▪ Stress management** ▪ Off-line searches for P.A.R.I.S. ▪ Sex Offender Registry 	<p>Students will be assessed by a written final examination, instructional evaluation of exercises, and participation.</p>	<p>\$605 5 days of training</p>		
	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>		
		<p>Certificate and evaluation will be issued upon successful completion of course requirements.</p>	Feb 6 - 10, 2006	OPC
			Apr 24 – 28, 2006	OPC
			Oct 23 – 27, 2006	OPC
	<u>DRESS</u>			
		<p>Uniform or court attire</p>		
	<u>MISCELLANEOUS NOTES</u>			
		<p>Candidates must complete a pre-course assignment.</p>		
		<p>**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.</p>		
<u>PRE-REQUISITES</u>	<p>Must have successfully completed a CPIC Terminal Operator Course and have a minimum of three years CPIC experience or familiarity with an in-house computer system. Supervisors and/or validators should consider this course presentation.</p>			
<u>CLASS SIZE</u>	<p>16 participants</p>			

CPIC Query/Narrative Course

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION						
<ul style="list-style-type: none"> ▪ Introduction to CPIC ▪ A.C.U.P.I.E.S.** ▪ CPIC queries and understanding responses from all databanks** ▪ Definition of Category II & III and access conditions ▪ Narrative traffic messages** ▪ CPIC Reference Manual ▪ CPIC National Directory ▪ Police Automated Registration Information System (PARIS)** ▪ Role of OACIS and National Advisory ▪ Security, confidentiality and misuse of CPIC** ▪ Off-line searches (CPIC and P.A.R.I.S.)** 	<p>Students will be assessed by a written final examination, instructional evaluation of exercises, and participation.</p>	<p>\$425 3 days of training</p>						
	<p>CERTIFICATION</p>	<p>COURSE DATES/LOCATION</p>						
<p>Support staff/communicator of a Police Service (Category I) and/or employees of an approved agency (Category II or III). <u>Not</u> for CPIC maintenance personnel.</p>	<p>Certificate and evaluation will be issued upon successful completion of course requirements.</p>	<table border="0"> <tr> <td data-bbox="1094 714 1364 745">Jan 31 – Feb 2, 2006</td> <td data-bbox="1380 714 1497 745">OPC</td> </tr> <tr> <td data-bbox="1094 766 1364 798">Mar 21 - 23, 2006</td> <td data-bbox="1380 766 1497 798">OPC</td> </tr> <tr> <td data-bbox="1094 819 1364 850">Oct 10 - 12, 2006</td> <td data-bbox="1380 819 1497 850">OPC</td> </tr> </table>	Jan 31 – Feb 2, 2006	OPC	Mar 21 - 23, 2006	OPC	Oct 10 - 12, 2006	OPC
Jan 31 – Feb 2, 2006	OPC							
Mar 21 - 23, 2006	OPC							
Oct 10 - 12, 2006	OPC							
<p>Candidates must have security clearance as outlined in the CPIC Reference manual.</p>	<p>CLASS SIZE</p>							
<p>PRE-REQUISITES</p>	<p>12 participants</p>							
	<p>DRESS</p>							
	<p>Uniform or court attire</p>							
	<p>MISCELLANEOUS NOTES</p>							
	<p>**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.</p>							

CPIC Terminal Operator Course

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<ul style="list-style-type: none"> ▪ Introduction to CPIC Windows ▪ CPIC Reference Manual ▪ CPIC National Directory ▪ CPIC terminal operations** ▪ CPIC data banks** <ul style="list-style-type: none"> Investigative Identification Intelligence Ancillary ▪ System security and confidentiality ** ▪ Security, confidentiality and misuse of CPIC** ▪ CPIC queries and maintenance ** (add, modify, remove and narrative traffic features) ▪ Off-line searches** ▪ P.A.R.I.S. application/retrieval** ▪ A.C.U.P.I.E.S. application/ retrieval** ▪ Role of OACIS and National Advisory Committees 	Students will be assessed by practical exercises, tests and a final written examination.	\$975 9 days of training
	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>
	Certificate and evaluation will be issued upon successful completion of course requirements.	Jan 16 - 26, 2006 OPC
	<u>DRESS</u>	Apr 3 - 13, 2006 OPC
	Uniform or court attire	Sep 5 - 15, 2006 OPC
	<u>CLASS SIZE</u>	Dec 4 - 14, 2006 OPC
	16 participants	
	<u>MISCELLANEOUS NOTES</u>	

PRE-REQUISITES

Support staff of a Category I agency with a minimum of three months CPIC experience, or familiarity with an in-house computer system or Category II (A) agency with maintenance authority. Newly appointed supervisors of a Category I agency or auditors should consider this course presentation.

Candidates must have security clearance as outlined in the CPIC Reference Manual.

**Indicates those sessions that include portions of the Ministry Accredited Training Standards for communicators.

CRIMINAL INVESTIGATION TRAINING

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

- Clandestine Laboratories Investigation
- Clandestine Laboratories Investigation Re-Certification
- Drug Investigation
- Fraud Investigation
- General Investigation Training
- Homicide Investigation
- Investigative Interviewing Techniques
- Investigating Offences Against Children
- Ontario Major Case Management
- Search Warrant Course
- Sexual Assault Investigation
- Site Safety Supervisor
- Transitional Major Case Management

Staff Member	Phone Number	e-mail
Irene Barath Team Leader	519 773 4458	irene.barath@jus.gov.on.ca
Randy Close	519 773 4234	randy.close@jus.gov.on.ca
Dale Jenkins	519 773 4222	dale.jenkins@jus.gov.on.ca
Mike Lenehan	519 773 4255	mike.lenehan@jus.gov.on.ca
John O'Reilly	519 773 4518	john.o'reilly@jus.gov.on.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 of this training will ensure that the officer possesses the core competencies of investigation, entry, assessment processing, dismantling and the dangers associated to clandestine labs. This course is designed as a training partnership between the Canadian Police College and the Ontario Police College to provide consistent teaching standards.

TOPICS

- History and Types of Clandestine/Hydroponics Labs
- Investigational Techniques
- Search and Seizure
- Decontamination
- Site Safety Supervisor
- Law
- Hydroponics Laboratory Investigation
- Pharmacology and Toxicology of Chemicals
- Role of the Chemist
- Raid Planning
- Practical and Field Exercises for Hydroponics, S.C.B.A, synthesis, entry, assessment, processing, dismantling, decontamination

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.

Attendance on this course is imperative. Any candidate missing more than four-90 minute sessions during the 10 days will be withdrawn from the course.

CERTIFICATION

Certificate and Re-certification card will be issued upon successful completion of the course.

DRESS

Uniform or court attire

MISCELLANEOUS NOTES

Equipment required on the second week of the course is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight.

Officers will not bring service pistols, ammunition or live OC spray.

FEES/DURATION

\$850 10 days of training

COURSE DATES/LOCATION

Jun 12 - 23, 2006	OPC
Sep 11 - 22, 2006	OPC
Oct 16 - 27, 2006	OPC

PRE-REQUISITES

Successful completion of the Drug Investigation Course, at either the Canadian Police College or the Ontario Police College. The candidate must be a member of a dedicated drug enforcement unit, actively involved in the investigation of Clandestine/Hydroponic Laboratories. This is not a uniform officer's course.

Clandestine Laboratories Investigation Re-Certification Course

NEW

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

TOPICS	ASSESSMENT STANDARDS	MISCELLANEOUS NOTES	
<ul style="list-style-type: none"> • Introduction & Orientation • Occupational Health & Safety • Threats in a Clandestine Laboratory • Dangers in Extraction/Cannabis Operations • Clandestine Laboratory Improvised Explosive Devices • Self-Contained Breathing Apparatus • Negative Pressure Air Purifying Respirator • Air Monitoring/Gas Detection Devices • Decontamination 	<p>A post-course test will be administered and the students must meet a minimum standard of 75%</p> <p>The students will also be evaluated on their participation in clandestine laboratory investigation exercises including Self Contained Breathing Apparatus, Decontamination, Improvised Explosive Devices, Air Monitoring and Gas detection Devices.</p> <p>Full attendance is mandatory.</p>	<p>Equipment required of the course is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight.</p> <p>Officers will not bring service pistols, ammunition or live OC spray.</p>	
		FEES/DURATION	
		<p>\$185 2 days of training</p>	
		COURSE DATES/LOCATION	
		Apr 10 – 11, 2006	OPC
		Aug 29 – 30, 2006	OPC
		Oct 2 – 3, 2006	OPC
PRE-REQUISITES	CERTIFICATION		
<p>Successful completion of the Clandestine Laboratories Investigations Course, at either the Canadian Police College or the Ontario Police College. The candidate must be a member of a dedicated drug enforcement unit, actively involved in the investigation of Clandestine/Hydroponic Laboratories. This is not a uniform officer's course.</p>	<p>Re-certification card will be updated for the current year upon successful completion of the course.</p>		
	DRESS		
	<p>Raid Gear</p>		
CLASS SIZE			
<p>40 participants</p>			

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	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS						
<ul style="list-style-type: none"> • Clandestine Laboratories • Controlled Drugs and Substances Act • Drug Identification and Recognition • Informant Development and Management • Undercover Techniques • Basic Surveillance Techniques • Marijuana Cultivation • Raid Planning and Execution • Search and Seizure 	<p>A post-course test will be administered and students must obtain a minimum of 75%.</p> <p>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.</p> <p>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.</p>	<p>Current annotated Criminal Code. Body armor, raid gear (pants, shirt, jacket, boots), duty belt, and flashlight.</p> <p>Officers will not bring service pistols, ammunition or live OC spray.</p>						
PRE-REQUISITES	CERTIFICATION	FEES/DURATION						
<p>Successful completion of the General Investigation Training Course or equivalent core competencies as set out in the Provincial Adequacy Standards, and is a member of a dedicated drug enforcement unit.</p>	<p>Certificate will be issued upon successful completion of the course.</p>	<p>\$850 10 days of training</p>						
<p>Consideration will be given to officers who are members of a dedicated Street team or crime unit. This is not a uniform officers course.</p>	DRESS	COURSE DATES/LOCATION						
CLASS SIZE	Uniform or court attire	<table border="0"> <tr> <td>Feb 13 - 24, 2006</td> <td>OPC</td> </tr> <tr> <td>Apr 24 – May 5, 2006</td> <td>OPC</td> </tr> <tr> <td>Nov 13 - 24, 2006</td> <td>OPC</td> </tr> </table>	Feb 13 - 24, 2006	OPC	Apr 24 – May 5, 2006	OPC	Nov 13 - 24, 2006	OPC
Feb 13 - 24, 2006	OPC							
Apr 24 – May 5, 2006	OPC							
Nov 13 - 24, 2006	OPC							
24 participants								

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> <ul style="list-style-type: none"> ▪ Conspiracy ▪ Fraud ▪ <i>Canada Evidence Act</i> ▪ Computer crime ▪ Counterfeiting ▪ Forgery and uttering ▪ False pretences ▪ Personation ▪ Credit card 	<p>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.</p> <p>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.</p>	<p>Current annotated Criminal Code</p>	
		FEES/DURATION	
		\$850 10 days of training	
		COURSE DATES/LOCATION	
		Jan 30 – Feb 10, 2006 OPC	
		May 1 - 12, 2006 OPC	
		Oct 16 - 27, 2006 OPC	
<i>Investigative Procedures</i> <ul style="list-style-type: none"> ▪ Case management ▪ Forensic accounting ▪ Seizure of evidence (including computer and documents)* ▪ Flow charting and link analysis ▪ Credit cards ▪ Proceeds of crime ▪ Credit card workshop ▪ Counterfeit money workshop 	<th style="text-align: left;">CERTIFICATION</th> <p>Certificate will be issued upon successful completion of course requirements</p>	CERTIFICATION	
		DRESS	
		Uniform or court attire	
		CLASS SIZE	
		24 participants	
<p>Crime Scene Investigation is an e-learning activity developed and recognized by the Canadian Police Research Council.</p>			
PRE-REQUISITES			
<p>The General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.</p>			

General Investigation Training Course

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

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<p><i>Core Topics</i></p> <ul style="list-style-type: none"> • 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 • Interviewing and interrogation techniques • Media relations • Operational planning • Search and seizure with and without warrant • Victim issues, including third party records • Major Case Management 	<p>Students must meet a 75% standard on A pre-test on criminal offences and general knowledge assessment; and two end-of-week examinations.</p> <p>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.</p>	<p>\$850 10 days of training \$ 40 Police service delivered</p>
		COURSE DATES/LOCATION
		Mar 27 – Apr 7, 2006 OPC
		Dec 4 – 15, 2006 OPC
	CERTIFICATION	POLICE SERVICE DELIVERED
	Certificate will be issued upon successful completion of course requirements.	Amherstburg Niagara Regional Barrie North Bay Belleville O.P.P. Brantford Ottawa Chatham-Kent Owen Sound Cornwall Oxford Community Durham Reg. Peel Regional Greater Sudbury Peterborough/Lakefield Guelph Sault Ste. Marie Halton Reg. South Simcoe Hamilton Stratford Kingston Thunder Bay LaSalle Toronto Leamington Waterloo Regional London
	DRESS	
	Uniform or court attire	
	CLASS SIZE	
	24 participants	
	EQUIPMENT REQUIREMENTS	
	Current annotated Criminal Code	
PRE-REQUISITES		
Not applicable		

Homicide Investigation Course

This course is designed for police officers whose area of responsibility includes the investigation of homicides. The Policing Standards Manual (2000) LE-039 require “Chiefs of Police to develop and maintain procedures on and processes for undertaking and managing investigations into homicides and attempt 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	MISCELLANEOUS NOTES						
<ul style="list-style-type: none"> ▪ 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 ▪ Power Case / Case Management overview ▪ Career Management / Stress ▪ Entomology ▪ Recovery of Remains 	<p>Completed a minimum of one of the senior investigative courses;</p> <ul style="list-style-type: none"> ▪ GIT (General Investigative Training), ▪ Sexual Assault Investigation. <p style="text-align: center;">Or</p> <p>Crown Attorneys from the Ministry of the Attorney General who are responsible for the prosecution of Homicide cases.</p> <hr/> <p style="text-align: center;">ASSESSMENT STANDARDS</p> <p>A post-course test will be administered and students must obtain of 75%.</p> <p>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.</p> <hr/> <p style="text-align: center;">CERTIFICATION</p> <p>Certificate will be issued upon successful completion of course requirements.</p> <hr/> <p style="text-align: center;">CLASS SIZE</p> <p>24 participants</p> <hr/> <p style="text-align: center;">DRESS</p> <p>Uniform or court attire (e.g.: seasonal clothing, gloves, boots or other such items that would deal with weather complications).</p>	<p>Candidates may be required to attend scheduled sessions outside the normal classroom times (830h – 1630h)</p> <hr/> <p style="text-align: center;">EQUIPMENT REQUIREMENTS</p> <p>Current annotated Criminal Code</p> <hr/> <p style="text-align: center;">FEES/DURATION</p> <p>\$1,125 10 days of training</p> <hr/> <p style="text-align: center;">COURSE DATES/LOCATION</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Mar 13 - 24, 2006</td> <td style="width: 30%;">OPC</td> </tr> <tr> <td>Jun 5 – 16, 2006</td> <td>OPC</td> </tr> <tr> <td>Oct 16 - 27, 2006</td> <td>OPC</td> </tr> </table>	Mar 13 - 24, 2006	OPC	Jun 5 – 16, 2006	OPC	Oct 16 - 27, 2006	OPC
Mar 13 - 24, 2006	OPC							
Jun 5 – 16, 2006	OPC							
Oct 16 - 27, 2006	OPC							

Investigating Offences Against Children

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
<ul style="list-style-type: none"> • Legal Issues • Court Preparation for Child Witnesses • Major Case Management • Child Development • Child Interviewing • Dynamics of Child Abuse • Child and Family Services Act / 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 two • Shaken Baby Syndrome • Abandonment • Neglect, Fail to Provide Necessaries • Domestic Violence / Emotional Abuse • Child Sexual Exploitation/ Prostitution Offences • Sex Tourism • Luring • Pornography (Children) • Munchausen Syndrome by Proxy • Self Care for Investigators • Teachers [schools] 	Completion of the Ontario Police College Sexual Assault Investigation Training Course, and GIT (General Investigation Training) Course.	A post-course test will be administered and students must obtain a minimum of 75%. Attendance on this course is imperative. Any candidate missing more that four-90 minute classroom sessions during the ten days will be withdrawn from the course.
	DRESS	CERTIFICATION
	Uniform or court attire	Certificate will be issued upon successful completion of the course.
	CLASS SIZE	FEES/DURATION
	30 participants	\$1,165 10 days of training
	MISCELLANEOUS NOTES	COURSE DATES/LOCATION
	Students may be required to attend scheduled sessions outside the normal classroom times (0830h – 1630h)	May 8 – 19, 2006 OPC
	EQUIPMENT REQUIREMENTS	Sep 25 – Oct 6, 2006 OPC
	Current annotated Criminal Code	Nov 27 – Dec 8, 2006 OPC

Investigative Interviewing Techniques Course

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

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<ul style="list-style-type: none"> ▪ Cognitive Interview Technique ▪ Current jurisprudence relating to the admissibility of confessions ▪ Interrogation techniques and purposes of each component in the Interviewing Model ▪ Operation of memory storage and recall ▪ Interviewer attributes which enhance success ▪ Recognizing and interpreting behavioral indicators of truth and deception ▪ Techniques to reduce information contamination 	Course candidates will be graded by their ability to interact and apply the techniques as instructed.	\$425 5 days of training
	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>
	Certificate will be issued upon successful completion of course requirements.	Jan 9 - 13, 2006 OPC
	<u>DRESS</u>	Apr 3 - 7, 2006 OPC
	Uniform or court attire	May 8 - 12, 2006 OPC
	<u>CLASS SIZE</u>	Jun 26 - 30, 2006 OPC
<u>PRE-REQUISITES</u>	Oct 30 - Nov 3, 2006 OPC	
General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.	Nov 20 - 24, 2006 OPC	
	30 participants	

Ontario Major Case Management Course

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

The course is not designed to train the Major Case Investigator. The functions of Investigators, although closely entwined with that of the manager, constitute separate and distinct responsibilities.” (Ref. All Chiefs Memorandum 98-0090)

This course provides training that will ensure that members of the command triangle in major cases are able to uphold the standards established in the Ontario major case management manual. These standards set out policies and procedures for the investigation and management of major cases.

Integral to the management of major cases is the electronic storage, retrieval, and systematic analysis of information. This course fully integrates PowerCase/Watson (the approved major case management software) in the training to ensure the efficient management of major cases, to provide for the sharing of information throughout Ontario and potentially link cases within or among police agencies.

TOPICS

- Principals of Major Case Management
- Information Management
- Personnel Management
- Project Management
- Skills Development

PRE-REQUISITES

OPC General Investigation Training Course or equivalent
 Demonstrated proficiency in Microsoft Windows based software applications (e.g. Microsoft Word, Excel, Outlook, etc.).

CLASS SIZE

10 participants

DRESS

Uniform or court attire

CERTIFICATION

Certificate will be issued upon successful completion of course requirements.

ASSESSMENT STANDARDS

Learners will

1. complete pre-course reading of Campbell Report;

2. utilize the PowerCase/Watson software application to create the following OMCM Manual Required Documents:

- a) Detailed investigative chronology,
- b) Detailed event chronology,
- c) Action/assignment register,
- d) Crime scene continuity register, Tip register;

3. create a crown brief and a disclosure copy;
4. meet standard on an end of course test, that examines knowledge and ability to:

- a) Comply with the standards set for the investigation and management of major cases in the OMCM Manual;
- b) Implement investigative functions contained in the OMCM Manual using the major case management software to ensure the efficient analysis and sharing of data and early identification of linked cases;
- c) Comply with the selection criteria, reporting relationships, duties and responsibilities for personnel performing case management and other functions within single and multiple jurisdiction major cases;

- d) Utilize the investigative process in a flexible, yet standardized, response to Major Case investigations based on the requirements of the particular case.

FEES/DURATION

\$2,270 14 days of training
 \$1,200 partnership
 \$ 40 police service delivered

COURSE DATES/LOCATION

Apr 24 – May 11, 2006	OPC
May 23 – Jun 9, 2006	OPC
Jul 3 - 20, 2006	OPC
Sep 5 - 22, 2006	OPC
Oct 10 - 27, 2006	OPC
Nov 13 - 30, 2006	OPC

POLICE SERVICE DELIVERED

Belleville	Ottawa
Durham Regional	Peel Regional
Halton Regional	Thunder Bay
Hamilton	Toronto
London	Waterloo Regional
OPP	Windsor
	York Regional

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	
<ul style="list-style-type: none"> ▪ Organizing Principles, and <i>Section 487</i> ▪ Structuring a Good Warrant ▪ Facial Validity Issues ▪ 487.01 General Warrants ▪ Special Locations ▪ DNA Warrants ▪ Computer Searches ▪ The Informer Challenge ▪ Sealing Applications ▪ Consent, Plain View, Abandoned Material, Exigent Circumstances ▪ Execution Issues ▪ Practical Exercise (Draft Two Warrants) ▪ Returns on Warrants ▪ Informational Searches ▪ Searches without Warrant 	<p>The learners will be required to draft two separate search warrants (487, 487.01)</p>	<p>\$450 5-days of training \$220 Satellite courses</p>	
	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>	
	Certificate will be issued upon successful completion of course requirements.	Mar 13 - 17, 2006	OPC
	<u>DRESS</u>	Jun 5 - 9, 2006	OPC
	Uniform or court attire	Jun 26 - 30, 2006	OPC
	<u>CLASS SIZE</u>	Sep 18 - 22, 2006	OPC
	24 participants	Oct 2 – 6, 2006	London
	<u>EQUIPMENT REQUIREMENTS</u>	Nov 27 – Dec 1, 2006	OPC
	<u>PRE-REQUISITES</u>		
	General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.	Current annotated Criminal Code. A laptop computer can be useful for this training, if available.	

Sexual Assault Investigation Course

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

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION										
<ul style="list-style-type: none"> • Legal Issues • Search and Seizure • DNA Warrants • Dangerous/Long term offender applications • Third Party Records • Interviewing/Interrogation • Centre of Forensic Sciences – Biology • Centre of Forensic Sciences – Toxicology • Major Case Management • Behavioral Sciences Unit • Viclas • SOR • SAI Evidence Kit • Victim Issues • Stress Management/Career Development • Case Study Debriefing • Historical Sexual Assaults 	<p>A post-course test will be administered and students must obtain a minimum of 75%. Also considered for course completion:</p> <ul style="list-style-type: none"> ➤ 5 minute presentation on an innovative investigative techniques ➤ case study submissions and presentation material <p>Attendance on this course is imperative. Any candidate missing more than four-90 minute classroom sessions will be withdrawn from the course.</p>	<p>\$875 9 days of training \$360 Satellite courses</p>										
<p>PRE-REQUISITES</p>	<p>CERTIFICATION</p>	<p>COURSE DATES/LOCATION</p>										
<p>A minimum of three years investigative experience is required and the General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.</p>	<p>Certificate will be issued upon successful completion of course requirements.</p>	<table border="0"> <tr> <td>Jan 9 - 19, 2006</td> <td>OPC</td> </tr> <tr> <td>Feb 6 - 16, 2006</td> <td>Halton Reg.</td> </tr> <tr> <td>Apr 3 - 13, 2006</td> <td>OPC</td> </tr> <tr> <td>Sep 5 - 15, 2006</td> <td>North Bay</td> </tr> <tr> <td>Nov 6 - 17, 2006</td> <td>OPC</td> </tr> </table>	Jan 9 - 19, 2006	OPC	Feb 6 - 16, 2006	Halton Reg.	Apr 3 - 13, 2006	OPC	Sep 5 - 15, 2006	North Bay	Nov 6 - 17, 2006	OPC
Jan 9 - 19, 2006	OPC											
Feb 6 - 16, 2006	Halton Reg.											
Apr 3 - 13, 2006	OPC											
Sep 5 - 15, 2006	North Bay											
Nov 6 - 17, 2006	OPC											
<p>DRESS</p>	<p>Uniform or court attire</p>	<p>CLASS SIZE</p>										
<p>EQUIPMENT REQUIREMENTS</p>	<p>24 participants</p>	<p>EQUIPMENT REQUIREMENTS</p>										
<p>Current annotated Criminal Code</p>	<p>Current annotated Criminal Code</p>											

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

- Legislative Requirements
- National Institute of Occupational Safety & Health
- 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

PRE-REQUISITES

Successful completion of:
Clandestine Laboratories Investigations Course; OPC or CPC
or
Basic Clandestine Laboratories Investigators course; DEA (Drug Enforcement Agency U.S.)

The candidate must possess experience in dismantling clandestine drug labs but does not have to be a full time member of a drug unit.

CLASS SIZE

8 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 a supervisory role during clandestine laboratory investigation exercises including Self Contained Breathing Apparatus, Decontamination, Synthesis Labs, HARP, Labour Codes, Air Monitoring and Gas Detection Devices as well as Surreptitious Entries.

Full attendance on this course is imperative.

CERTIFICATION

Certificate will be issued upon successful completion of the course.

DRESS

Uniform or court attire, and Raid Gear

MISCELLANEOUS NOTES

Equipment required is body armour, raid gear (pants, shirt, jacket, boots), duty belt and flashlight.

Officers will not bring service pistols, ammunition or live OC spray.

FEES/DURATION

\$455. 3 days of training

COURSE DATES/LOCATION

Jun 20 - 22, 2006	OPC
Sep 19 - 21, 2006	OPC
Oct 24 - 26, 2006	OPC

Transitional Major Case Management Course

Integral to the management of major cases is the electronic storage, retrieval, and systematic analysis of information. This course provides training that will ensure that members of the command triangle, who have already completed the Ontario Major Case Management Course, the training and confidence to utilize the approved software to ensure the efficient management of major cases, to provide for the sharing of information throughout Ontario and potentially link cases within or among police agencies.

TOPICS	ASSESSMENT STANDARDS	DRESS														
<ul style="list-style-type: none"> • Review of Principles Major Case Management • Information Management • Project Management • Skills Development 	<p>Learners will</p> <ol style="list-style-type: none"> 1. utilize the PowerCase/Watson software application to create the following OMCM Manual Required Documents <ul style="list-style-type: none"> • Detailed investigative chronology • Detailed event chronology • Action/assignment register • Crime scene continuity register • Tip Register 2. create a Crown Brief and a disclosure copy for a major case simulation 3. meet standard on an end of course test, that examines knowledge and ability to <ol style="list-style-type: none"> a) Comply with the standards set for the investigation and management of major cases in the OMCM Manual; b) Implement investigative functions contained in the OMCM Manual using the major case management software to ensure the efficient analysis and sharing of data and early identification of linked cases; c) Utilize the investigative process in a flexible, yet standardized, response to Major Case investigations based on the requirements of the particular case 	<p>Uniform or court attire</p>														
<p>PRE-REQUISITES</p> <p>Ontario Major Case Management Course</p> <p>Demonstrated proficiency in Microsoft Windows based software applications (e.g. Microsoft Word, Excel, Outlook, etc.).</p>		<p>FEES/DURATION</p> <p>\$1,645 10 days of training \$ 900 Satellite partnership \$ 40 police service delivered</p>														
<p>CLASS SIZE</p> <p>10 participants</p>		<p>COURSE DATES/LOCATION</p> <table border="0"> <tr> <td>Jan 9 - 20, 2006</td> <td>OPC</td> </tr> <tr> <td>Jan 30 – Feb 10, 2006</td> <td>OPC</td> </tr> <tr> <td>Feb 27 – Mar 10, 2006</td> <td>OPC</td> </tr> <tr> <td>Mar 27 – Apr 7, 2006</td> <td>OPC</td> </tr> </table>	Jan 9 - 20, 2006	OPC	Jan 30 – Feb 10, 2006	OPC	Feb 27 – Mar 10, 2006	OPC	Mar 27 – Apr 7, 2006	OPC						
Jan 9 - 20, 2006	OPC															
Jan 30 – Feb 10, 2006	OPC															
Feb 27 – Mar 10, 2006	OPC															
Mar 27 – Apr 7, 2006	OPC															
<p>CERTIFICATION</p> <p>Certificate will be issued upon successful completion of course requirements</p>		<p>POLICE SERVICE DELIVERED</p> <table border="0"> <tr> <td>Belleville</td> <td>Ottawa</td> </tr> <tr> <td>Durham Regional</td> <td>Peel Regional</td> </tr> <tr> <td>Halton Regional</td> <td>Thunder Bay</td> </tr> <tr> <td>Hamilton</td> <td>Toronto</td> </tr> <tr> <td>London</td> <td>Waterloo Regional</td> </tr> <tr> <td>OPP</td> <td>Windsor</td> </tr> <tr> <td></td> <td>York Regional</td> </tr> </table>	Belleville	Ottawa	Durham Regional	Peel Regional	Halton Regional	Thunder Bay	Hamilton	Toronto	London	Waterloo Regional	OPP	Windsor		York Regional
Belleville	Ottawa															
Durham Regional	Peel Regional															
Halton Regional	Thunder Bay															
Hamilton	Toronto															
London	Waterloo Regional															
OPP	Windsor															
	York Regional															

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@jus.gov.on.ca
Jim Goodwin	519 773 4506	jim.goodwin@jus.gov.on.ca
Ralph Gutoskie	519 773 4410	ralph.gutoskie@jus.gov.on.ca
Pat Laternus	519 773 4258	pat.laternus@jus.gov.on.ca
Mike Souliere	519 773 4409	mike.souliere@jus.gov.on.ca

Advanced Bloodstain Pattern Analysis Course

This course is designed for those who wish to become Bloodstain Pattern Analysts. It is expected that the student will have some blood letting 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. Complex crime scenes will be reviewed and the proper format for reporting learned. The requirements of courtroom testimony and expert evidence will be discussed in detail.

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

TOPICS	CLASS SIZE	DRESS
<ul style="list-style-type: none"> • Report Writing • Advanced Computer Analysis of Impact Patterns • Expert Evidence • Problem Solving by Review of Actual Bloodletting Cases • Bloodstain Analysis of Clothing • Mock Crime Scene Analysis 	<p>16 participants</p>	<p>Uniform or court attire</p>
<p><u>PRE-REQUISITES</u></p> <p>Successful completion of a basic bloodstain pattern recognition course. Case examples of personal bloodletting crime scene attendance, for moot trial.</p>	<p><u>ASSESSMENT STANDARDS</u></p> <p>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.</p>	<p>While attending the OPC, this program will be a combination of classroom and practical exercises; please bring clothing suitable for practical exercises. Lab coats will be provided.</p>
	<p><u>CERTIFICATION</u></p> <p>A certificate will be issued upon successful completion of course requirements.</p>	<p><u>FEES/DURATION</u></p> <p>\$590 5 days of training</p>
		<p><u>COURSE DATES/LOCATION</u></p> <p>Sep 11 - 15, 2006 OPC</p>

Advanced Footwear Analysis Course

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

TOPICS

- The Manufacturing Process
- Casting
- In Depth Comparisons
- Proper Techniques
- Presentation of Evidence
- Barefoot Morphology

PRE-REQUISITES

Forensic Identification Officer Course or equivalent.

CLASS SIZE

16 participants

ASSESSMENT STANDARDS

Practical and Written Examinations.

CERTIFICATION

Certificate awarded on successful completion of course.

DRESS

Uniform or court attire. Seasonally appropriate clothing for outdoor scene work will be required.

EQUIPMENT REQUIREMENTS

All equipment will be provided.

FEES/DURATION

\$630 5 days of training

COURSE DATES/LOCATION

May 8 - 12, 2006 OPC

Sep 25 – 29, 2006 OPC

Applied Forensic Videography Course

This course is designed to give the Identification specialist the skill to use a video camera at the crime scene, a “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

- Equipment
- Recording/Editing
- Video/Audio
- Admissibility
- Informed Consent
- Warrants
- Simulations

CLASS SIZE

12 participants

EQUIPMENT REQUIREMENTS

Digital video cameras, accessories, tripods and editing equipment will be provided. Instruction on their operation will be included in the syllabus.

DRESS

Uniform or court attire, seasonally appropriate for indoor / outdoor activities.

CERTIFICATION

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

ASSESSMENT STANDARDS

Evaluation will be based on practical performance and written examination.

FEES/DURATION

\$575 5 days of training

COURSE DATES/LOCATION

Apr 24 - 28, 2006 OPC

May 29 - Jun 2, 2006 OPC

Advanced Friction Ridge Analysis Course

NEW

This in depth course will give the Forensic Identification Specialist advanced training in fingerprint analysis. Students will be given the opportunity to analyze difficult fingerprints and then after coming to a conclusion they will present the fingerprint in a mock court process. This course is under design and content could change before it's pilot.

TOPICS

- Analyse, compare, evaluate, A.C.E. V)
- Analytical reporting
- In Depth Comparisons
- Proper Techniques
- Presentation of Evidence
- Expert testimony

PRE-REQUISITES

Forensic Identification Officer Course or equivalent.

CLASS SIZE

16 participants

ASSESSMENT STANDARDS

Practical and Written Examinations

CERTIFICATION

Certificate awarded on successful completion of course.

DRESS

Uniform or court attire.

EQUIPMENT REQUIREMENTS

All equipment will be provided.

FEES/DURATION

\$515 5 days of training

COURSE DATES/LOCATION

Jan 23 – 27, 2006 OPC

Sep 25 – 29, 2006 OPC

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

- 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

PRE-REQUISITES

Forensic Identification Officer course or equivalent or Scenes of Crime Officer Course.

ASSESSMENT STANDARDS

There will be a practical and a written examination.

CERTIFICATION

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

DRESS

Uniform or court attire plus clothing suitable for practical exercises.

CLASS SIZE

15 participants

MISCELLANEOUS NOTES

Bring clothing suitable for practical exercises. Lab coats will be provided.

Although not required, students may find it an advantage to bring camera equipment to record experiments.

FEES/DURATION

\$570 5 days of training

COURSE DATES/LOCATION

Jan 16 – 20, 2006	OPC
Apr 24 – 28, 2006	OPC
Dec 11 – 15, 2006	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. In order to complete the program understudies must also successfully complete an Advanced Bloodstain Course and a Math Physics Course. The course of study for this program is approximately one year. Only those who expect to respond to several bloodletting scenes a year should enter the program. The goal is to enable the student to present himself/herself to the court in order to be qualified as an expert witness in bloodstain pattern analysis.

TOPICS

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

PRE-REQUISITES

The basic 40-hour Bloodstain Pattern Recognition Course.

ASSESSMENT STANDARDS

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

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

Examination held at OPC.

CERTIFICATION

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

CLASS SIZE

Individual participation

DRESS

Uniform or court attire

MISCELLANEOUS NOTES

This program is primarily Satellite.

FEES/DURATION

\$1,560.

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

COURSE DATES/LOCATION

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

Chemical Treatment and Fluorescent Techniques Course

This course is designed for experienced Forensic Identification officers. The course gives the student an appreciation of the use of an Alternate Light Source (ALS) and a 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

- 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

PRE-REQUISITES

Forensic Identification Officer course or equivalent.

ASSESSMENT STANDARDS

Students are assessed by written examination and demonstrated performance.

CERTIFICATION

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

CLASS SIZE

16 participants

DRESS

Uniform or court attire

MISCELLANEOUS NOTES

Laboratory coats will be provided for use during the course.

FEES/DURATION

\$570 5 days of training

COURSE DATES/LOCATION

May 1 – 5, 2006 OPC

Sep 18 - 22, 2006 OPC

Crime Scene Drawing Course

Computerized crime scene drawing workshop. Collision or crime scene investigators are required to identify all evidence factors and events which occurred in an event. In order to assist the court, a scale diagram can be produced to visualize the collision or crime scene and related evidence.

TOPICS

- Measurements at the crime scene
- Baseline measurements
- Triangulation measurements
- Continuous and consecutive measurements
- "The Crime Zone" software by The Cad Zone
- 2D drawing
- 3D drawing

PRE-REQUISITES

Forensic Identification Officer course or equivalent.

Computer knowledge and skill.

ASSESSMENT STANDARDS

Students are assessed by written examination and demonstrated performance.

CERTIFICATION

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

CLASS SIZE

16 participants

DRESS

Uniform or court attire and appropriate clothing for crime scene examinations.

MISCELLANEOUS NOTES

Having knowledge of Microsoft Windows® will keep the class at a productive pace.

FEES/DURATION

\$485 3 days of training

COURSE DATES/LOCATION

Sep 5 - 8, 2006

OPC

Digital Imaging Enhancement Course

This workshop will provide students with a basic knowledge, to properly enhance an image with the use of Photoshop® and or Image Pro® software. Images 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

- 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

PRE-REQUISITES

Forensic Identification Officer course or equivalent.

ASSESSMENT STANDARDS

Evaluation of demonstrated performance.

CERTIFICATION

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

CLASS SIZE

16 participants

DRESS

Uniform or court attire

EQUIPMENT REQUIREMENTS

All equipment will be provided.

FEES/DURATION

\$425 4 days of training

COURSE DATES/LOCATION

May 23 – 26, 2006

OPC

Digital Photography Course

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

TOPICS	ASSESSMENT STANDARDS	EQUIPMENT REQUIREMENTS		
<ul style="list-style-type: none"> ▪ Safeguarding data ▪ Accepted practices for uploading and storing images ▪ Terminology ▪ Computer software use ▪ Legal implications ▪ Understanding how digital images are formed 	<p>There will be a written examination and demonstrated performance.</p>	<p>All equipment will be provided.</p>		
	<th>CERTIFICATION</th> <td data-bbox="1092 625 1502 653"> <th>FEES/DURATION</th> </td>	CERTIFICATION	<th>FEES/DURATION</th>	FEES/DURATION
<th>PRE-REQUISITES</th> <td data-bbox="613 688 1019 741"> <p>A certificate will be issued upon successful completion of course requirements.</p> </td> <td data-bbox="1092 661 1502 688"> <p>\$515 for 5 days of training</p> </td>	PRE-REQUISITES	<p>A certificate will be issued upon successful completion of course requirements.</p>	<p>\$515 for 5 days of training</p>	
<p>Forensic Identification Officer course or equivalent. Working knowledge of Adobe Photoshop®</p>	<th>CLASS SIZE</th> <td data-bbox="1092 745 1502 772"> <th>COURSE DATES/LOCATION</th> </td>	CLASS SIZE	<th>COURSE DATES/LOCATION</th>	COURSE DATES/LOCATION
	<p>16 participants</p>	<p>Jan 23 – 27, 2006 OPC</p>		
	<th>DRESS</th> <td data-bbox="1092 835 1502 863"> <p>Sep 11 - 15, 2006 OPC</p> </td>	DRESS	<p>Sep 11 - 15, 2006 OPC</p>	
	<p>Uniform or court attire</p>			

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
<ul style="list-style-type: none"> ▪ Legal Aspects ▪ Understanding the DNA Search Warrant ▪ Purpose of taking sample ▪ Requirements of sample procedure ▪ Clean environment required ▪ Gloves required throughout procedure ▪ Sterile equipment required ▪ Subject's finger swabbed with alcohol ▪ Correct use of lancet ▪ Proper procedure for plucking hairs ▪ Proper procedure for buccal sample ▪ Avoid contamination issues 	30 participants	\$120 1 day of training
	DRESS	COURSE DATES/LOCATION
	Uniform or court attire.	Nov 9, 2006 OPC
	MISCELLANEOUS NOTES	
	All equipment required will be provided.	
	ASSESSMENT STANDARDS	
	Practical and written examinations.	
	CERTIFICATION	
	A certificate will be issued by the Centre of Forensic Sciences, upon successful completion of course requirements.	

Fire Investigation Course

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

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

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

TOPICS	CLASS SIZE	MISCELLANEOUS NOTES
<ul style="list-style-type: none"> ▪ 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 	<p>16 participants</p> <hr/> <p>ASSESSMENT STANDARDS</p> <p>Students are assessed by written examination and demonstrated performance.</p> <hr/> <p>CERTIFICATION</p> <p>A certificate will be issued upon successful completion of course requirements.</p>	<p>Night exercises and night assignments are a requirement of the course.</p> <hr/> <p>FEES/DURATION</p> <p>\$595 4 days of training</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>Apr 18 – 21, 2006 OPC</p>
<hr/> <p>PRE-REQUISITES</p> <p>Forensic Identification Officer course or equivalent.</p>	<hr/> <p>DRESS</p> <p>Uniform with field gear</p> <hr/> <p>EQUIPMENT REQUIREMENTS</p> <p>Students will require their own work gloves, coveralls and proper protective footwear (steel toes and shanks). All photographic equipment will be provided.</p>	

Forensic Identification Course

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

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

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

TOPICS

Photography, including:

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

Criminalistics, including:

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

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

DNA Databank Sample Collection:

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

CLASS SIZE

12 participants

PRE-REQUISITES

Basic computer and Microsoft Windows® skills.

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

ASSESSMENT STANDARDS

Students are assessed by written examination and demonstrated performance.

DRESS

Court attire or uniform. Some assignments are conducted outdoors. Students are advised to bring seasonally appropriate clothing.

CERTIFICATION

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

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

FEES/DURATION

\$5,000 45 days of training

COURSE DATES/LOCATION

Feb 6 – Apr 7, 2006 OPC

Oct 4 – Dec 7, 2006 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

Scene Recovery:

- Basic recovery of entomological evidence
- Surface recovery of remains
- Recovery from burials
- Recovery of cremated/charred remains
- Recovery from aquatic and other contexts
- Mass disaster recovery
- Seasonal considerations

Scene Documentation:

- Photographic, film, video and digital
- Surveying, mapping and recording the context

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.

ASSESSMENT STANDARDS

Students are assessed by examination of demonstrated performance.

CERTIFICATION

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

CLASS SIZE

16 participants

DRESS

Court attire or uniform and appropriate field gear.

MISCELLANEOUS NOTES

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.

FEES/DURATION

\$645 5 days of training

COURSE DATES/LOCATION

Jun 5 – 9, 2006	OPC
Jun 19 – 23, 2006	OPC

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 you how to record bloodstain patterns and then import the information to a computer program and determine points of origin for the stain patterns.

TOPICS

- 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®

CLASS SIZE

16 participants

ASSESSMENT STANDARDS

Evaluation will be based on practical assignments and by written examination.

CERTIFICATION

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

DRESS

Uniform or court attire

FEES/DURATION

\$925 5 days of training

COURSE DATES/LOCATION

May 15 – 19, 2006 OPC

PRE-REQUISITES

The basic 40-hour Bloodstain Pattern Recognition Course.

Scenes of Crime Course

This training is designed for persons to be assigned as Scenes of Crime Officers mentored by a Forensic Identification Officer. Desirable attributes for this position are:

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

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

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

TOPICS	DRESS	ASSESSMENT STANDARDS
<p>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.</p> <p><i>Photography, including:</i></p> <ul style="list-style-type: none"> • Black and white and colour photographic techniques • 35mm. Format cameras, manual and automatic • Lenses • Perspective • Exposure • Recording media • Use of filters and other accessories • Control of light and lighting • Flash techniques • Photography of assault survivors • Digital darkroom techniques <p><i>Criminalistics, including:</i></p> <ul style="list-style-type: none"> • 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 	<p>Uniform or court attire.</p> <p>Some assignments are conducted outdoors. Students are advised to bring seasonally appropriate clothing.</p> <hr/> <p>CLASS SIZE</p> <p>16 participants</p> <hr/> <p>PRE-REQUISITES</p> <p>We encourage students to become familiar with Scenes of Crime procedures, equipment and terminology in their own service prior to enrollment.</p>	<p>Students are assessed by written examination and demonstrated performance.</p> <hr/> <p>CERTIFICATION</p> <p>Certificate will be issued upon successful completion of course requirements.</p> <hr/> <p>FEES/DURATION</p> <p>\$1,355 10 days of training \$ 40 Police service delivered</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>Jan 9 – 20, 2006 OPC</p>

LEADERSHIP TRAINING UNIT

The Leadership Unit offers a series of leadership development training programs designed to educate and support the police leader as s/he progresses through the management structure of a police organization.

A review of Leadership course offerings is currently underway. Details on 2006 courses will be distributed via All Chiefs memos.

Staff Member	Phone	Pager	E-mail
Stephen Adaran Team Leader	519 773 4418	519 690 7019	stephen.adaran@jus.gov.on.ca
Claudette Lachance	519 773 4202	519 680 4311	claudette.lachance@jus.gov.on.ca
Catherine Nanton	519 773 4230	519 690 5305	catherine.nanton@jus.gov.on.ca

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

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

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

TOPICS	PRE-REQUISITES	ASSESSMENT STANDARDS
<ul style="list-style-type: none"> ▪ Applied Intelligent Model of Policing ▪ Emotional Intelligence ▪ Risk Assessment and Management ▪ Transforming the Leader ▪ Leading in a Learning Police Organization ▪ Leadership at the Speed of Change ▪ Service Excellence ▪ Project Management for Middle Managers ▪ Discover your Strengths ▪ Leading Change ▪ Ethical Leadership ▪ Political Astuteness ▪ Leadership in Action ▪ Business Writing ▪ Media Communications ▪ Alternative Dispute Resolution ▪ Business Case Planning 	<p>Students must have completed a Front Line Supervisor course or equivalent. Additional middle management courses such as Team Building are useful but not required. This course is open to:</p> <ul style="list-style-type: none"> ▪ Staff Sergeants ▪ Sergeants confirmed to Staff Sergeant (letter of confirmation required from the Chief or designate senior command); ▪ Those above the rank of Staff Sergeant; ▪ Civilian managers. 	<p>Full attendance and participation in assignments, small and large group work, case study assignment and final assignment.</p>
<p>The case study model is used as the foundation for the course.</p>	<p><u>DRESS</u></p>	<p><u>CERTIFICATION</u></p>
<p><u>CLASS SIZE</u></p>	<p>Uniform or court attire</p>	<p>Certificate will be issued upon successful completion of course requirements.</p>
<p>30 participants</p>		<p><u>FEES/DURATION</u></p>
		<p>\$1,600 10 days of training</p>
		<p><u>COURSE DATES/LOCATION</u></p>
		<p>Jan 30 – Feb 10, 2006 OPC</p>
		<p>Apr 24 – May 5, 2006 OPC</p>
		<p>Nov 13 – 24, 2006 OPC</p>

Media Relations Course

NEW

This course is intended for police officers and civilian members of Ontario police services who are involved in media relations as the liaison officer, or who may be called upon to represent their agencies as media spokespersons.

Securing effective media relations is becoming increasingly important. This course will provide a theoretical base for dealing with the media, and provide practical exercises to prepare officers for positive working relationships with news agencies and the media at large.

TOPICS

- Role of the Media Relations Officer
- Who are the Media?
- Public disclosure
- Writing news releases
- Media weapons
- Special event management
- Electronic bear pit sessions
- Dealing with broadcast media
- Preparing for broadcast and print interviews and scrums

PRE- REQUISITES

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 of attendance will be issued upon course completion

CLASS SIZE

20 Participants

DRESS

Uniform or court attire

MISCELLANEOUS NOTES

This course will only be offered one time during 2006 as a pilot course.

FEES/DURATION

\$420 4 days of training

COURSE DATE/LOCATION

Jun 19 – 22, 2006 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		
<ul style="list-style-type: none"> ▪ <i>Police Services Act</i> accountability systems ▪ Complaint resolution process ▪ <i>Police Services Act</i> discipline ▪ Police human resource management provisions ▪ Mediation and interest based negotiation and dispute resolution issues ▪ Relevant case law 	Full attendance and participation in research assignments; small and large group work, and practical exercises.	\$750 5 days of training		
		<u>COURSE DATES/LOCATION</u>		
	<u>CERTIFICATION</u>		Sep 11 - 15, 2006	OPC
	Certificate of Attendance will be issued upon completion of course.		Oct 30 – Nov 3, 2006	OPC
		Dec 4 – 8, 2006	OPC	
		<u>CLASS SIZE</u>		
<u>PRE-REQUISITES</u>		24 (12 police managers and 12 members of police association)		
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.		or		
		24 police managers		
		<u>DRESS</u>		
		Uniform or court attire		
		<u>MISCELLANEOUS NOTES</u>		
		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
<ul style="list-style-type: none"> ▪ 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. 	<p>Full attendance and participation.</p> <hr/> <p>CERTIFICATION</p> <p>Certificate of Attendance will be issued upon completion of course.</p> <hr/> <p>CLASS SIZE</p> <p>24 participants.</p> <hr/> <p>DRESS</p> <p>Uniform or court attire.</p>	<p>This course can also be delivered on an outreach basis in any suitably equipped training facility.</p> <hr/> <p>FEES/DURATION</p> <p>\$790 5 days of training</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>Sep 25 – 29, 2006 OPC</p>
<p>PRE-REQUISITES</p> <hr/> <p>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.</p>		

RACE RELATIONS AND ADULT EDUCATION TRAINING

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

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

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

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

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

Facilitating Adult Learning Course

This course will meet the needs of police/ministry personnel whose duties include facilitation, instruction and presentation for which course design skills are not a requirement. This course will be beneficial for full time and part-time trainers, including subject matter experts (e.g. Use of Force, SOCO, Police Communicators, GIT, and Domestic Violence) seeking train-the-trainer certification. This course will be useful for members assigned to specialized units (e.g. community response, professional standards, and tactical response) who are interested in enhancing their presentation skills.

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

<u>MODULES</u>	<u>ASSESSMENT STANDARDS</u>	<u>FEES/DURATION</u>	
<ul style="list-style-type: none"> • Introduction to Adult Learning • Introduction to Lesson Design • Facilitation Skills 	Participants will be required to design and deliver a 30-minute lesson.	\$550 5 days of training	
		\$325 Satellite courses	
<u>PRE-REQUISITES</u>	<u>CERTIFICATION</u>	<u>COURSE DATES/LOCATION</u>	
As described in course description.	Certificate will be issued upon successful completion of course requirements.	Mar 27 – 31, 2006	Ottawa
<u>CLASS SIZE</u>	<u>DRESS</u>	Apr 3 – 7, 2006	Durham
24 participants	Uniform or court attire	Apr 24 – 28, 2006	OPC
		May 8 – 12, 2006	Peel
		Jun 12 – 16, 2006	Waterloo
		Aug 21– 25, 2006	OPC
		Sep 18 – 22, 2006	York
<u>MISCELLANEOUS NOTES</u>		Dec 4 – 8, 2006	OPC
This course is a pre-requisite for the Use of Force Trainer Course.			

TRAIN-THE-TRAINER AND FACILITATOR COURSES

The college offers a number of ‘Train-the-Trainer’ courses aimed at providing candidates with the knowledge and skills to provide high quality and effective in-service training.

The BCT program develops qualified trainers through an internship in Defensive Tactics, Firearms and Police Vehicle Operations, and the Police Physical Training facilitators. This format ensures that the learner will have substantial hands-on experience in training with police recruits.

Staff Member	Phone Number	e-mail
Mike Gobeil Domestic Violence Investigation Train-the-Trainer Course	519 773 4268	mike.gobeil@jus.gov.on.ca
Ron Hoffman Coach Officer Train-the-Trainer Course	519 773 4220	ron.hoffman@jus.gov.on.ca
Chris Lawrence Defensive Tactics Team Leader	519 773 4465	chris.lawrence@jus.gov.on.ca
Ken Lester Police Vehicle Operations Team Leader	519 773 4416	kenneth.lester@jus.gov.on.ca
Jeff Rutherford Use of Force Trainer	519 773 4271	jeff.rutherford@jus.gov.on.ca
Claire Shaw Police Physical Training Team Leader	519 773 4244	claire.shaw@jus.gov.on.ca
Murray Turner Traffic Training	519 773 4233	murray.turner@jus.gov.on.ca
John Zeyen Firearms Team Leader	519 773 4239	john.zeyen@jus.gov.on.ca

Coach Officer Train-The-Trainer Course

The seven-module course was designed as a train-the-trainer course. Just as with the Advanced Patrol Training course, these modules represent the core components of coach officer training.

This course will provide training for in-service trainers, who will in turn, train individuals within their own police service to be coach officers. If in-service trainers deliver the core components of the course, then they are eligible for OPC certification. With prior approval of the course coordinator additional elective subjects may be added to courses delivered Satellite.

This course is currently under review. The re-designed information will be distributed with the joining instructions.

TOPICS	ASSESSMENT STANDARDS	FEEES/DURATION
<ul style="list-style-type: none"> ▪ Orientation ▪ Role of Coach Officer in Recruit Training Continuum ▪ Leadership ▪ Coaching skills ▪ Workplace Issues ▪ Legal Issues ▪ Performance Management Systems 	Full attendance is required.	\$370 4 days of training.
	CERTIFICATION	COURSE DATES/LOCATION
	Certificate of attendance will be issued upon successful completion of course requirements.	Mar 13 – 16, 2006 OPC Nov 13 – 16, 2006 OPC
	CLASS SIZE	
PRE-REQUISITES	10 participants	
This course is open to all police service members assigned to <u>deliver</u> coach officer training.	DRESS	
Please note: The Coach Officer Training Course comprises the first three days of the Coach Officer Train-The-Trainer Course.	Uniform or court attire	

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 to 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	
<ul style="list-style-type: none"> ▪ Criminal Code Authorities Regarding Use of Force ▪ Survival Learning ▪ Survival Stress ▪ Empty hand control ▪ Impact weapon ▪ Grounding techniques ▪ Handcuffing and search (Compliant & Active) ▪ Gun point arrest ▪ Handgun retention ▪ Intervention options ▪ Oleoresin Capsicum & decontamination ▪ Spontaneous response to edged weapon assault ▪ Closed & open dynamic simulation ▪ Remedial training in defensive tactics ▪ Instructional techniques ▪ Tactical communications ▪ Skills Assessment ▪ Escort Consideration ▪ Excited Delirium ▪ Ground Defences 	<p>Candidates must meet standards in both written assignment and practical testing.</p> <p>Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment and attitude, and on their ability to consistently present themselves in a positive and professional manner.</p>	<p>Dress and service issue uniform suitable for instruction.</p>	
	<u>CERTIFICATION</u>	<p>Diploma will be issued upon successful completion of course requirements.</p>	<u>FEES/DURATION</u>
	<u>EQUIPMENT REQUIREMENTS</u>	<ul style="list-style-type: none"> ▪ Complete uniform, gym attire ▪ Service issue duty belt, complete issue ▪ Service issue training branch uniform, suitable for instruction ▪ Duty uniform ▪ Impact weapon 	<u>COURSE DATES/LOCATION</u>
	<u>PRE-REQUISITES</u>	<u>MISCELLANEOUS NOTES</u>	<p>Jan 9 – Mar 31, 2006</p> <p>May 3 – Jul 27, 2006</p> <p>Sep 6 – Nov 30, 2006</p>
<p>Basic Constable Training Program</p>	<p>This course is directed to candidates who:</p> <ul style="list-style-type: none"> ▪ 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. 		
<u>CLASS SIZE</u>			
<p>4 participants</p>			

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
<ul style="list-style-type: none"> • 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" 	<p>General Investigation Training course or equivalent core competencies as set out in the Provincial Adequacy Standards.</p> <hr/> <p>DRESS</p> <p>Uniform or court attire</p> <hr/> <p>ASSESSMENT STANDARDS</p> <p>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.</p> <p>Students will be assessed by a written final examination. You will be required to obtain 75%.</p>	<p>Certificate and evaluation will be issued upon successful completion of course requirements.</p> <hr/> <p>EQUIPMENT REQUIREMENTS</p> <p>Current annotated Criminal Code, laptop computer if available, and all available information on community resources in the participant's service area.</p> <hr/> <p>MISCELLANEOUS NOTES</p> <p>Guest lecturer presentations are intended to provide knowledge and skills as well as to enlarge a working network of resource persons.</p> <hr/> <p>FEES/DURATION</p> <p>\$550 5 days of training.</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>Apr 3 – 7, 2006 OPC</p> <p>Dec 4 – 8, 2006 OPC</p>
<hr/> <p>TRAINING THE DVI TRAINER</p> <ul style="list-style-type: none"> • Adult Learning Principles • Effective Presentations • Learning Outcomes • Learning Style Inventory • Tips for the DVI Trainer 		
<hr/> <p>CLASS SIZE</p> <p>24 participants</p>		

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	PRE-REQUISITES	ASSESSMENT STANDARDS
<ul style="list-style-type: none"> ▪ <i>Police Services Act</i> ▪ Safety rules and protocols ▪ Service ammunition and pistol description ▪ Pistol and ammunition firing sequence ▪ Universal cover mode ▪ Fundamentals ▪ Ballistics ▪ Loading and unloading magazines ▪ Proving the pistol safe ▪ Nomenclature ▪ Field stripping the pistol and magazine ▪ Pistol cleaning, lubrication and inspection ▪ Loading techniques ▪ Live fire proficiency exercises ▪ Police challenge ▪ Cover/concealment ▪ Immediate action drills ▪ Proficiency testing ▪ Survival triangles ▪ Stress and stress management ▪ Tache psyche effect ▪ Unusual shooting positions ▪ Close quarter skills ▪ Flashlight techniques ▪ Movement, pivot, and traverse, forward and backward ▪ Action planning ▪ Single handed shooting ▪ Multiple threats ▪ Firearms identification ▪ Shoot, move and communication drills ▪ Critical incident stress ▪ Judgment drills and live fire simulations 	<p>This course is open to all police service members assigned or to be assigned as firearms instructors. It is recommended that candidates have a minimum of three years police experience.</p> <hr/> <p style="text-align: center;">DRESS</p> <hr/> <p>Service issue training branch uniform suitable for instruction. Some events may require your regular duty uniform to be worn.</p> <hr/> <p style="text-align: center;">EQUIPMENT REQUIREMENTS</p> <hr/> <p>Service issue duty belt and service issue firearm.</p> <hr/> <p style="text-align: center;">MISCELLANEOUS NOTES</p> <hr/> <p>This course is directed to candidates who:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>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.</p> <hr/> <p style="text-align: center;">CERTIFICATION</p> <hr/> <p>Diploma will be issued upon successful completion of course requirements.</p> <hr/> <p style="text-align: center;">FEES/DURATION</p> <hr/> <p>No fees for members of Ontario Police Services for 60 days of training.</p> <hr/> <p style="text-align: center;">COURSE DATES/LOCATION</p> <hr/> <p>Jan 9 – Mar 31, 2006</p> <p>May 3 – Jul 27, 2006</p> <p>Sep 6– Nov 30, 2006</p>
<p>CLASS SIZE</p> <hr/> <p>2 participants</p>		

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
<ul style="list-style-type: none"> ▪ 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) 	<p>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.</p> <p>Fitness level equivalent to successful completion of the Ontario Police Fitness Award.</p>	<p>Candidates must meet standards in both written assignment and practical testing.</p> <p>Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment and attitude, and on their ability to consistently present themselves in a positive and professional manner.</p>
	<p><u>MISCELLANEOUS NOTES</u></p> <p>This course is directed to candidates who:</p> <ul style="list-style-type: none"> ▪ 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. 	<p><u>CERTIFICATION</u></p> <p>Diploma will be issued upon successful completion of course requirements.</p>
		<p><u>EQUIPMENT REQUIREMENTS</u></p> <p>Complete uniform, gym attire, business attire.</p>
		<p><u>FEES/DURATION</u></p> <p>No fees for members of Ontario Police Services for 60 days of training.</p>
	<p><u>DRESS</u></p> <p>Court attire or uniform and service issue uniform suitable for instruction.</p>	<p><u>COURSE DATES/LOCATION</u></p> <p>Jan 9 – Mar 31, 2006</p> <p>May 3 – Jul 27, 2006</p> <p>Sep 6 – Nov 30, 2006</p>
<p><u>CLASS SIZE</u></p> <p>2 participants</p>		

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
<ul style="list-style-type: none"> • 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 	<p>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.</p>	<p>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.</p>
<p>PRE-REQUISITES</p>	<p>EQUIPMENT REQUIREMENTS</p>	<p>CERTIFICATION</p>
<p>Minimum three years police experience, or three years driver training experience.</p>	<p>Service policies and procedures regarding operation of departmental vehicles.</p>	<p>Diploma will be issued upon successful completion of course requirements.</p>
<p>CLASS SIZE</p>	<p>MISCELLANEOUS NOTES</p>	<p>FEES/DURATION</p>
<p>2 participants</p>	<p>Candidates should have knowledge of the types of vehicles and specific options of their sponsoring agency's fleet. This course is directed to candidates who:</p> <ul style="list-style-type: none"> • 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. 	<p>No fees for members of Ontario Police Services for 60 days of training.</p>
		<p>COURSE DATES/LOCATION</p>
		<p>Jan 9 – Mar 31, 2006</p>
		<p>May 3 – Jul 27, 2006</p>
		<p>Sep 6 – Nov 30, 2006</p>

Radar/Lidar Instructor Training Course

This 7-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	ASSESSMENT STANDARDS	CERTIFICATION
<ul style="list-style-type: none"> ▪ 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 	<p>Practical evaluation and course end examination as well as classroom presentations.</p> <hr/> <p>DRESS</p> <hr/> <p>Uniform and suitable seasonal clothing for participation in outdoor practical training.</p>	<p>Certificate will be issued upon successfully completion of course requirements.</p> <hr/> <p>FEES/DURATION</p> <hr/> <p>\$765 7 days of training</p> <hr/> <p>COURSE DATES/LOCATION</p> <hr/> <p>Apr 24 – May 2, 2006 OPC</p>
<p>PRE-REQUISITES</p> <hr/> <p>Certified Radar /Lidar Operator</p>		
<p>CLASS SIZE</p> <hr/> <p>12 participants</p>		

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					
<ul style="list-style-type: none"> ▪ 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 	<p>Candidates must successfully meet standards in both written and practical proficiency testing, full attendance required.</p> <hr/> <p style="text-align: center;">CERTIFICATION</p> <hr/> <p>Certificate will be issued upon successful completion of course requirements.</p> <hr/> <p style="text-align: center;">DRESS</p> <hr/> <p>Range attire suitable for weather conditions.</p> <hr/> <p style="text-align: center;">MISCELLANEOUS NOTES</p> <hr/> <p>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.</p> <p>Day prior to course will be a "setup" day for facilitator.</p>	<ul style="list-style-type: none"> ▪ 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 <hr/> <p style="text-align: center;">FEES/DURATION/CLASS SIZE</p> <hr/> <p>\$ 290 3 days</p> <hr/> <p style="text-align: center;">COURSE DATES/LOCATION</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">TBD</td> <td style="width: 50%;">Brantford</td> </tr> <tr> <td>TBD</td> <td>Greater Sudbury</td> </tr> </table>		TBD	Brantford	TBD	Greater Sudbury
TBD	Brantford						
TBD	Greater Sudbury						
<p>PRE-REQUISITES</p> <hr/> <p>This course is open to all use-of-force trainers and firearms instructors.</p>	<p>CLASS</p> <hr/> <p>Max 12 participants</p>						

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						
<ul style="list-style-type: none"> • Minimum of First class constable; • Fitness equivalent to OPC fitness award (must attach a copy of current OPF award and appraisal form); • Successful completion of Facilitating Adult Learning, Adult Ed, Instructional Techniques course or equivalent. 	<ul style="list-style-type: none"> • Approved security holster and belt • Body Armour • Clothing suitable for outdoor training (boots, rain gear, hat, etc.) • Eye and ear protection • Duty flashlight • Handcuffs and key • Mouth guard • Police service firearms qualification course of fire • Police service policy regarding use of force, search of prisoners and handcuffing • Protective cup • Running or cross-trainer shoes • Sweat socks • Service issue baton • Service issue firearm and 3 mags • Sweat pants and T-shirts • Whistle 	<p>Candidates must meet standards in both written and practical testing.</p> <p>Candidates will be assessed throughout the course with respect to their knowledge, skill, judgment and attitude, and on their ability to consistently present themselves in a positive and professional manner.</p>						
<p>CLASS SIZE</p>		<p>CERTIFICATION</p>						
<p>20 participants</p>		<p>Diploma will be issued upon successful completion of course requirements.</p>						
		<p>FEES/DURATION</p>						
		<p>\$2,035 15 days of training</p>						
	<p>DRESS</p>	<p>COURSE DATES/LOCATION</p>						
	<p>Service issue training branch uniform suitable for instruction. Some events may require your regular duty uniform to be worn.</p>	<table border="0"> <tr> <td data-bbox="1066 1245 1323 1283">Apr 5 – 27, 2006</td> <td data-bbox="1356 1245 1497 1283">OPC</td> </tr> <tr> <td data-bbox="1066 1304 1323 1341">Aug 14 – Sep 1, 2006</td> <td data-bbox="1356 1304 1497 1341">OPC</td> </tr> <tr> <td data-bbox="1066 1362 1323 1388">Nov 27 – Dec 15, 2006</td> <td data-bbox="1356 1362 1497 1388">OPC</td> </tr> </table>	Apr 5 – 27, 2006	OPC	Aug 14 – Sep 1, 2006	OPC	Nov 27 – Dec 15, 2006	OPC
Apr 5 – 27, 2006	OPC							
Aug 14 – Sep 1, 2006	OPC							
Nov 27 – Dec 15, 2006	OPC							

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 organizations:

- Anti-Terrorism Seminar
- Applicant Testing Services
- BCT Peace Team
- Biased Free Policing Project
- The Centre for Forensic Sciences
- Child Abuse/Sexual Assault Seminar
- C.I.S.O. Courses
- Collision Reconstruction Planning Session
- Cooperative Driving/Reactive Skills
- C.P.I.C. Renewal
- Defensive Tactics Focus Group
- Drug Abuse Resistance Education (DARE)
- Drug Enforcement for Front Line Officers
- Emergency Response Units
- Encase Forensic Software Training
- Footwear/Tire track Comparison Workshop
- Freedom of Information Police Network
- High-Risk Vehicle Stop Training
- Homicide Focus Group
- LEOPARD Challenge
- Court Security
- MAG Enforcement Officer Training
- Multi jurisdictional Major Case Investigation Seminar
- North Carolina State Troopers
- 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 Training
- Physical Readiness Evaluation for Police
- Appraiser Workshop (PREP)
- Police Association of Ontario
- Repeat Offender Parole Enforcement
- Police Dive Team Workshop
- Police Fitness Personnel of Ontario
- Public Order Training
- Anti Discrimination & Diversity Issues in Policing Forum
- RCMP
- Sex Offender Registry Unit
- Supervisor Focus Group,
- Technical Traffic Operations
- Toronto Winged Wheels
- Virtual Conference
- Youth Criminal Justice Act

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.

Community Policing Mobilization Program (CPMP)

Formerly: Community Policing Management Program

A four-day continuing education and training program intended to provide police managers and community leaders with practical skills and knowledge needed to develop and maintain effective police-community problem solving partnerships.

Students who successfully complete the program will be able to develop community problem solving initiatives that will positively impact on community safety, security and well-being.

TOPICS	CLASS SIZE	ASSESSMENT STANDARDS
<p>The following lists some of the topics to be discussed:</p> <ul style="list-style-type: none"> • Community Policing • Problem Solving • Case Study 	<p>100 (50% police personnel and 50% community)</p>	<p>Full attendance at plenary and small group sessions.</p>
<p>PRE-REQUISITES</p> <p>Police officers and community members at all levels who have specific responsibilities for creating and maintaining problem-solving partnerships with the community.</p>	<p>MISCELLANEOUS NOTES</p> <p>CPMP 2006 planning is underway and the planning committee is pleased to announce that this year's CPMP will be held at the Ontario Police College near Aylmer Ontario.</p> <p>This is a Police Leadership Forum offering and is the collective efforts of various Ontario Police Services, Community delegates, Ontario Police College, Ministry of Community Safety and Correctional Services and Queen's University.</p>	<p>CERTIFICATION</p> <p>Upon completion of the program, delegates will receive a Certificate from the School of Policy at Queen's University.</p>
<p>DRESS</p> <p>Business Attire</p>		<p>FEES/DURATION</p> <p>4 days of training</p>
		<p>COURSE DATES/LOCATION</p> <p>May 28 – 31, 2006 OPC</p> <p>To confirm dates, fees, and to register visit: www.cmp.ca</p> <p>For further program inquiries please contact the program coordinator, Inspector Peter Lennox at peter.lennox@torontopolice.on.ca or 416-808-7876</p>

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, Middle School (Gr.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.

DRESS	CLASS SIZE	COURSE DATES/LOCATION
Uniform or court attire	24 participants	Apr 3 – 14, 2006 OPC
DURATION		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@jus.gov.on.ca
10 days of training		

Ontario Association Of Chiefs Of Police (OACP) Constable Selection System (CSS) Essential Competencies Interview & Background Investigation Training

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

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

**ADDITIONAL COURSES
OFFERED:**

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

COURSE DATES/LOCATION

Apr 24 – 28, 2006 OPC
Registration Deadline: Mar 31, 2006

Nov 27 – Dec 1, 2006 OPC
Registration Deadline: Nov 1, 2006

REGISTRATIONS DETAILS

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

Carol Shaw
Tel: (800) 513-9652
e-mail: carolshawats@on.aibn.com
or
Heather Cammaert
Tel: (800) 429-7728 ext. 28
e-mail: heathercss@on.aibn.com

540 Clarke Rd. Unit 14
London, ON N5V 2C7
Fax: (519) 659-8757

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

Ethics: Train-The-Trainer

In partnership with the Institute for Law Enforcement Administration the Ontario Police College is pleased to host their successful Teaching Diversity and 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
<ul style="list-style-type: none"> • 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 	<p>Full attendance required</p> <hr/> <p>CERTIFICATION</p> <p>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).</p> <hr/> <p>DRESS</p> <p>Court dress or uniform</p>	<p>\$700 US Funds (payable directly to Institute for Law Enforcement Administration)</p> <p>5 days of training.</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>March 13 – 17, 2006 OPC</p> <hr/> <p>REGISTRATION DETAILS</p> <p>Online: www.cailaw.org/ilea Phone: 1-800-409-1090 Fax: 1-972-244-3431 E-mail: ilea@cailaw.org</p> <p>Mail: Registrar Institute for Law Enforcement Administration 5201 Democracy Drive, Plano, TX 75024 www.oacp.on.ca</p>
<p>PRE-REQUISITES</p> <p>Police Trainers and Police personnel.</p>	<p>CLASS SIZE</p> <p>30 participants</p> <hr/> <p>MISCELLANEOUS NOTES</p> <p>The Ontario Police College is pleased to host the Institute for Law Enforcement Administration and their successful Ethics Train the Trainer course.</p> <p>Brochures with registration form available online, see details below.</p>	

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 participants receive on this course will result in the ability to assess the major components of fitness in their healthy individuals. Participants will be able to interpret these assessments based on norms and percentiles for Canadians 15 to 69 years of age and the ability to perform Ontario Police fitness Award testing.

TOPICS	MISCELLANEOUS NOTES	ASSESSMENT STANDARDS
<ul style="list-style-type: none"> • C.S.E.P.'s Plan for healthy active living • Understanding human behavior • Helping people change • Healthy physical activity participation • Healthy lifestyle • Basic exercise physiology • Health related fitness • Appraisal tools • Case studies 	Accommodation and meals will be included in PFPO registration fee.	Successful completion of a practical and theoretical examination is required.
	<u>DRESS</u>	<u>FEES/DURATION</u>
	Fitness apparel (golf shirt, track pants/suit)	5 days of training. Fees will be paid directly to PFPO
	<u>CLASS SIZE</u>	<u>COURSE DATES/LOCATION</u>
<u>PRE-REQUISITES</u>	24 participants	Apr 24 – 28, 2006 OPC
<p>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.</p>		<u>REGISTRATION DETAILS</u>
		Register online at: www.pfpo.org

Teaching Diversity: Train-The-Trainer

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

Students who successfully complete this four and one-half day program will prepare police service personnel academically and practically to conduct cultural diversity training within their organizations.

TOPICS	ASSESSMENT STANDARDS	FEES/DURATION
<ul style="list-style-type: none"> ▪ Linking multi-cultural education and officer safety ▪ The demographic shifts in our population ▪ Communication styles ▪ Adult learning in a law enforcement environment ▪ Creating or maintaining a workplace that welcomes and appreciates differences ▪ Successful programs and philosophies for teaching cultural diversity ▪ Establishing, building and maintaining an in-house diversity-training program ▪ The history and psycho-social effects of prejudice, discrimination and racism ▪ Strategies for teaching cross-cultural communications skills to officers ▪ Conflict resolution principles ▪ Strategies for teaching sexual harassment prevention ▪ Strategies for fostering teams ▪ Recognizing and affirming all employees ▪ Strategies for reducing prejudice and discrimination ▪ In-depth examination and discussion of classic and contemporary diversity-related literature 	<p>Full attendance required.</p> <hr/> <p>CERTIFICATION</p> <p>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).</p> <hr/> <p>DRESS</p> <p>Uniform or court attire</p> <hr/> <p>CLASS SIZE</p> <p>30 participants</p> <hr/> <p>MISCELLANEOUS NOTES</p> <p>The Ontario Police College is pleased to host the Institute for Law Enforcement Administration and their successful Ethics Train the Trainer course.</p>	<p>US Funds \$700 (payable directly to The Centre for American and International Law). 5 days of training.</p> <hr/> <p>COURSE DATES/LOCATION</p> <p>Mar 6 – 10, 2006 OPC</p> <hr/> <p>REGISTRATION DETAILS</p> <p>Online: www.cailaw.org/ilea Phone: 1-800-409-1090 Fax: 1-972-244-3431 E-mail: ilea@cailaw.org</p> <p>Mail: Registrar Institute for Law Enforcement Administration 5201 Democracy Drive, Plano, TX 75024</p>
<p>PRE-REQUISITES</p> <hr/> <p>Police Trainers and Police personnel.</p>		

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

ALLOCATION PROCEDURE

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

ATTENDANCE

The course coordinator must authorize absence from any course.

APPLICATIONS

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

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

CANCELLATIONS AND REPLACEMENTS

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

EXPENSES

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

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

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

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

FINANCIAL ARRANGEMENTS

Payment is due first day of course.

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

Fees for Basic Constable Students

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

Fees for Senior and Special Courses

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

Use of Facility Fees

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

Additional Fees

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

Out-of-Province Students

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

JOINING INSTRUCTIONS

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

MEDICAL REQUIREMENTS

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

PHYSICAL FITNESS

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

OPC Guide to Coordination of Satellite and Police Service Delivered Courses

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

1. Traditional delivery at OPC
2. Satellite Delivery
 - Delivered by OPC staff at a location away from the OPC campus in Aylmer
3. Partnership Delivery
 - Delivered at a location away from the OPC campus
 - OPC provides one (1) instructor to assist the Police Service facilitators
4. Police Service Delivered
 - OPC provides course material
 - Police service staff facilitate instruction

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
<input type="checkbox"/> Completed application forms
<input type="checkbox"/> Class lists indicating attendance and ensuring correct spelling of names
<input type="checkbox"/> Examinations including all answer sheets
<input type="checkbox"/> Course syllabus with names of instructors
<input type="checkbox"/> 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 _____ / _____ / _____ Male
 MM DD YY Female Badge / Service No. (if applicable) _____

D.O.B. _____ / _____ / _____ OR _____
 MM DD YY Student Number Ontario Health Card Number _____

COURSE PREREQUISITES / RELATED POLICE TRAINING

<u>Date</u>	<u>Course/Training/Other Equivalent</u>	<u>Training Agency Name/Location</u>
____ / ____ / ____ 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

Employment date ____/____/____
MM DD YY

Male

Female

Badge/Service No. (if applicable)

D.O.B. ____/____/____ OR _____
MM DD YY 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

Rev: Sep 04



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

Group Application Form

(Please Print)

COURSE NAME _____

COURSE DATE _____

COURSE LOCATION _____

CONTACT PERSON _____

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

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

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

Signature (Chief/OPP Commissioner / or designate)

Date

SENIOR COURSES ONLY - METHOD OF PAYMENT

A) MasterCard VISA American Express

Card No.

Exp. Date

Signature

B) Cheque/Money Order (payable to "Minister of Finance") Interac (day of course)

2006 OPC FEE STRUCTURE

COURSE	OPC	SATELLITE	POLICE SERVICE DELIVERED
PATROL TRAINING UNIT			
Basic Constable Training	\$7,500		
Advanced Patrol Training Course	450		40
Coach Officer Training Course	325		40
Collision Reconstruction Level IV	1,565		
Crash Zone Drawing	515		
Front Line Supervisor Course	940	405	
Police Traffic Operations Course	1,100		
Technical Collision Investigation - Level III	1,250		
COMMUNICATIONS/CPIC TRAINING UNIT			
Advanced Communications Techniques Course	190	75	
Communications Centre Supervisor	1,135		
CPIC Advanced Course	605		
CPIC Query/Narrative Course	425		
CPIC Terminal Operator Course	975		
CRIMINAL INVESTIGATION UNIT			
Clandestine Lab Course	850		
Clandestine Lab Course Re-Certification Course	185		
Drug Investigation Course	850		
Fraud Investigation Course	850		
General Investigation Training Course	850		40
Homicide Investigation Course	1,125		
Investigating Offences Against Children	1,165		
Investigative Interviewing Techniques Course	425		
Ontario Major Case Management Course	2,270	1,200	40
Search Warrant Course	450	220	
Sexual Assault Investigation Course	875	360	
Site Safety Supervisor course	455		
Transitional Major Case Management Course	1,645	900	40
FORENSIC IDENTIFICATION UNIT			
Advanced Bloodstain Pattern Analysis Course	590		
Advanced Footwear Analysis Course	630		
Applied Forensic Videography Course	575		
Advanced Friction Ridge Analysis	515		
Basic Bloodstain Pattern Recognition Course	570		
Bloodstain Pattern Analyst Understudy Program	1,560		
Chemical Treatment and Fluorescent Techniques Course	570		
Crime Scene Drawing Course	485		

Digital Imaging Enhancement Workshop	425		
Digital Photography Course	515		
DNA Data Bank Sample Collection and Warrant Course	120		
Fire Investigation Workshop	595		
Forensic Collection & Recovery of Human Remains Course	645		
Forensic Identification Course	5,000		
Math and Physics Course	925		
Scenes of Crime Course	1,355		40
LEADERSHIP TRAINING			
LEADER Course	1,600		
Media Relations Course	420		
Police Services Act, Police Complaints Resolution and Human Resource Management Course	750		
Prosecutor/Hearing Officer Course	760		
RACE RELATIONS and ADULT EDUCATION			
Facilitating Adult Learning Course	550	325	
TRAIN-THE-TRAINER and FACILITATOR COURSE			
Coach Officer Train-The-Trainer Course	370		
Defensive Tactics Facilitator Course	No fee*		
Domestic Violence Investigation Train-The-Trainer	550		
Firearms Facilitator Course	No fee*		
Police Physical Training Facilitator Course	No fee*		
Police Vehicle Operations Facilitator Course	No fee*		
Radar/Lidar Instructor Course	765		
Shotgun Instructor Course		290	
Use of Force Trainer Course	2,035		

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

Notes:

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