



# ONTARIO POLICE COLLEGE

## **General Investigation Training** *Outreach Protocol & Procedures*

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# ONTARIO POLICE COLLEGE

## General Investigation Training

### *G.I.T. Outreach*

## PROTOCOL

### **Course Description**

The General Investigation Training Course is a foundation training activity designed to provide new investigators with the necessary skills and knowledge to transition from the patrol function to the investigative function. The course emphasizes the concepts and principles of good case management practices and the core competencies of a general investigator.

The Ontario Police College will conduct GIT in a ten consecutive day program. Off-campus sites must conduct GIT in the same manner as the Ontario Police College as it relates to core subjects. Electives may be added at the discretion of the host agency.

The Ontario Police College will establish a protocol with any police service indicating intent in delivering General Investigation Training (GIT) designed at the Ontario Police College.

The Ontario Police College accredited GIT course may be offered in three formats:

1. at the Ontario Police College;
2. at satellite agencies by Ontario Police College staff;
3. at satellite agencies by police service staff who are deemed competent by the police service.

Additionally, the Ontario Police College will provide a set of materials to be used as resource material by those police agencies not wishing to participate in options 1 to 3 above.

### **General Investigation Training- *Outreach***

The following are key issues related to delivering the General Investigation Training Course at an off-campus location.

### **Staffing**

- host police service to provide staff for delivery of off-campus courses
- the host agency course coordinator must understudy *one* course at either an on or off-site facility

### **Course Content**

- it is the responsibility of the Ontario Police College, in consultation with the GIT Advisory Committee, to conduct course needs assessments, course evaluations, and research to ensure the materials are consistent and current
- the O.P.C. is responsible for providing host agencies with updated materials, including course training standards, lesson plans, work books and all other materials prior to the beginning of a course
- host agency is to ensure that learners receive all course core components

### **Cost**

- O.P.C. will cover the cost of providing one copy of lesson plans and study guides in electronic, floppy disc, CD-Rom, or hard copy, whichever format best suits the needs of the individual service

- Police services are responsible for the following costs as required for their site:

*printing costs for duplicating lesson plans and study guides*

*rental of classroom space*

*parking*

*lunches*

*accommodation*

*course equipment*

*commuting travel costs for participants*

*class photographs*

- \* ***Any fees as noted in the OPC non-recruit fee structure***

### ***Monitoring***

- The Ontario Police College, in consultation with the host agency, will monitor off-campus courses on an as-needed basis

### ***Registration***

- registration will be through the Ontario Police College Registrar's Office for all Ontario Police College accredited GIT courses.
- host agency may, in consultation with the Registrar's office, offer positions to other police services
- for all Ontario Police College accredited GIT courses and upon receipt of final relevant course documentation, the Registrar will issue certificates and forward them to the relevant police agency

- \* ***Additional guide for off-site coordinators below***

### ***Records***

- all course and student records (including attendance and documentation of remedial training and irregularities) are retained by the Ontario Police College Registrar's office

## How to become a site for the delivery of GIT

If you intend to offer the General Investigation Training Course at your home service, or you wish access to resource materials, the following procedure is recommended:

- Chief of Police/Commissioner or designate to review Ontario Police College Protocol
- Chief of Police/Commissioner or designate to decide on delivery options (indicated on page 1)
- Chief of Police/Commissioner or designate to notify the Director of the Ontario Police College, indicating intent to deliver General Investigation Training
- Chief of Police/Commissioner or designate to identify at least one person as an “in-house” coordinator. Please note that the off-site coordinator is **not** required to participate as a student on any GIT course. The course coordinator must understudy *one* course at either an on or off-site facility.
- Chief of Police/Commissioner or designate to communicate with General Investigation Training Coordinator
- Chief of Police/Commissioner or designate to communicate with the Ontario Police College Registrar’s Office for student enrollment and accreditation purposes

## Resources required to deliver GIT off-campus

The following list of resources is intended as a guide.

Please note: Guest facilitators and community college students are generally unpaid.

- classroom(s) - equipped with writing boards
- access to a photocopying machine
- suitable space for practical exercises to be staged - i.e. classroom, hallways, offices, parking lot, etc.
- 1 VHS format video cassette player (for classroom viewing)
- 1 monitor (for classroom viewing)
- 1 flip chart
- additional resources required for the specific simulations chosen
  - \* community service resource people to co-facilitate simulations (dependent on electives, i.e. Parole/Probation Officers, Mental Health Workers, Justice of the Peace - for warrants, etc.)
  - \* community college co-operative students/auxiliary officers as actors for simulations
  - \* replica hand guns
  - \* inert O.C. spray (the Ontario Police College stocks 1 per student)

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# **GUIDE TO COORDINATORS**

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## **The Host site is responsible for:**

1. Ensuring adherence to conditions and prerequisites as set out in the current course calendar
2. Allocating positions on the course at your site
3. Issuing name tags and desk cards, if so desired
4. Sending out instructions to the participants including:
  - whether meals(s), coffee etc. are provided
  - where to obtain accommodation if required
  - directions to the site location/parking
  - dates and times of course
  - phone number and contact name to call for further direction or questions
  - dress code
5. Upon completion of the course, the following documentation shall be forwarded to the OPC Registrar:
  - location of training & name of host site and coordinator
  - completed application forms
  - class lists indicating attendance and ensuring correct spelling of names
  - indication of pass/fail (“P” or “F” is sufficient) which can be put on class list above
  - one copy of examination used and all answer sheets *or* if the class size was small & you graded the exam itself (you did not use a separate answer sheet) then you must send all exams
  - course schedule with names of instructors
  - sample below



***Please direct inquiries to:***

***GIT Coordinator  
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