

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: _____