

**POLICE FOUNDATIONS PROGRAM**

Thank you for applying to the Police Foundations program at Algonquin College. Our well established curriculum, our professional and knowledgeable faculty, and the state-of-the-art facility that we share with our police partners make us one of the best programs for preparing you in your pursuit of a police career.

Because of its reputation, the Police Foundations program attracts significantly more applicants than we can accommodate. As part of the selection process, **you MUST read this information sheet carefully, sign, and return it to Algonquin College as soon as possible.** PLEASE RETAIN A COPY FOR YOUR OWN RECORDS.

In order to ensure that our applicants have a better understanding of the requirements necessary to become a police officer in Ontario, we are providing you with this fact sheet.

**Please note that the requirements outlined below are strictly those required as part of the hiring process by police services in Ontario and ARE NOT the entrance requirements for the Algonquin College Police Foundations program.**

According to the Police Service Act of Ontario, you must satisfy the following basic requirements for the position of police constable. You must be:

- a Canadian citizen or a permanent resident of Canada;
- at least eighteen years of age;
- physically and mentally able to perform the duties of the position, having regard to your own safety and the safety of the public;
- of good moral character and habits;
- a graduate of at least four years of secondary school education or its equivalent.

Other requirements of police applicants in Ontario are:

- **vision** within acceptable standards: uncorrected visual acuity should be at least 20/40 binocularly (both eyes open). Corrected visual acuity should be at least 20/20 binocularly. There are minimum requirements regarding refractive surgery, farsightedness (hyperopia), colour vision, depth perception and peripheral vision;
- **hearing** within acceptable standards: normal hearing at frequencies of 500 to 4000 Hz measured by an audiometer;
- possess a current Standard **First Aid** Certificate and a current **CPR** certificate (Basic Rescuer Level) at the time of hire;
- possess a valid Ontario **Driver's License, class G**, with no more than 6 demerit points, permitting you to drive an automobile in Ontario with full driving privileges;
- **no criminal convictions** for which a pardon has not been granted;
- **pass a medical** examination

Applicants to police services are tested with a Physical Readiness Evaluation test for Police (PREP) or some other physical test and a number of written tests as part of the selection process. Applicants who have physical disabilities that prevent them from completing these tests will likely not be hired.

If you have any questions/concerns about the Police Foundations program, please contact the Police and Public Safety Institute Office at 613-727-4723 ext. 5791.

*Please turn over*

## Will You Have What It Takes to Become a Police Officer?

### **Competencies**

In addition to the minimum requirements previously described, you must possess certain competencies. A competency is defined as any skill, knowledge, ability, motive, behaviour or attitude essential to successful performance on the job. Two sets of competencies have been identified for the job of policing: Essential Competencies and Developmental Competencies.

#### ***Essential Competencies***

These are knowledge, skills and abilities which a candidate must demonstrate before becoming a police officer. They are:

1. Analytical Thinking: The ability to analyze situations and events in a logical way, and to organize the parts of a problem in a systematic way.
2. Self-confidence: A belief in your own abilities and judgement, and a recognition of personal limitations and development needs.
3. Communication: The ability to demonstrate effective listening, verbal and written communication skills.
4. Flexibility/Valuing Diversity: The ability to adapt your approach in a variety of situations, and to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.
5. Self-control: The ability to keep your own emotions under control and to restrain negative actions when provoked or when working under stressful conditions.
6. Relationship Building: The ability to develop and maintain a network of contacts, both inside and outside the police service.
7. Achievement Orientation: The desire for continuous improvement in service or accomplishments.
8. Medical/Physical Skills and Abilities: Job-related medical/physical skills and abilities, including vision, hearing, motor skills, cardiovascular endurance and upper-body strength.

#### ***Developmental Competencies***

As the name implies, these competencies can be acquired through training after a person has been hired as a police officer. However, some police services may have immediate need for specific skills and abilities which are developmental and may choose to include these in the hiring process. The following 11 competencies have been identified as developmental:

1. Information Seeking: The ability to seek out information from various sources before making decisions.
2. Concern for Safety: The ability to exercise caution in hazardous situations in order to ensure safety to self and others.
3. Assertiveness: The ability to use authority confidently and to set and enforce rules appropriately.
4. Initiative: Demonstrated ability to be self-motivated and self-directed in identifying and addressing important issues.
5. Cooperation: The ability to collaborate with others by seeking their input, encouraging their participation and sharing information.
6. Negotiation/Facilitation: The ability to influence or persuade others by anticipating and addressing their interests and perspectives.
7. Work Organization: The ability to develop and maintain systems for organizing information and activities.
8. Community-service Orientation: Proven commitment to helping others.
9. Commitment to Learning: Demonstrated pattern of activities which contribute to personal and professional growth.
10. Organizational Awareness: Understanding of the dynamics of organizations, including the formal and informal cultures and decision-making processes.
11. Developing Others: Commitment to helping others improve their skills.

#### **Local Needs of Police Services**

Apart from the competencies, police services may also require certain special skills and abilities in order to address urgent issues pertaining to the service or the community. A Local Need may be a second language, a special type or level of computer skills, prior experience in working with abused women and troubled youth, ability to relocate, etc.

NOTE: Students entering the Police Foundations program Level 01 in the January semester, will take Level 02 in the Fall. There will be no Summer classes.

Any concerns regarding admissions, please call the Registrar's Office at 613-727-4723 ext. 5025.

#### **I have read and understood the above information**

Name (please print): \_\_\_\_\_ Algonquin Student Number: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

Cheryl Waters  
Registrar's Office, C150  
Algonquin College  
1385 Woodroffe Avenue  
Ottawa, ON K2G 1V8  
Or fax 613-727-7632