

Police Foundations

PROGRAM OBJECTIVES

The Police Foundations program allows students to prepare for employment opportunities and career success in entry-level policing and related law enforcement jurisdictions. The program combines practical, theoretical and substantive knowledge in a way that is relevant to police related work settings.

PROGRAM HIGHLIGHTS

Students participate in physical activity throughout select courses of this program. Gym membership is provided to students through GoodLife Fitness, to help prepare for physical training required of an employee in this field,

Restricted and unrestricted firearms safety training is offered to students at no extra cost. Students are encouraged to attend the optional firearms safety training course as many private sector employers require this for employment. Training may be scheduled on evenings or weekends.

CAREER OPPORTUNITIES

Career Opportunities that are available to graduates include Provincial and Municipal Police Services, Royal Canadian Mounted Police, Out-of-Province Police Services, Canadian Armed Forces, By-Law Enforcement, Campus Police, Security (special events, industrial & commercial, residential, retail, casino, etc.), Customs Services, Conservation Officers and Park Wardens, Insurance Investigation, Civil Enforcement (Bailiffs, Process Servers, etc.), and Court Services.

Note: Some career and education options may require advanced degrees, further training or experience.

PREREQUISITES

- Grade 12 or equivalent or mature student status
- Clear code of conduct
- Two letters of reference attesting to the applicant's moral character, integrity and trustworthiness

Students acquiring a Clear Conduct Certificate for admission into a program take on the reasonableness of its validity. Students are solely accountable for any offences not uncovered by the investigation being discovered and precluding the student from subsequent field placement or employment.

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GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each module of at least 70% in order to graduate and receive a diploma. A student must complete all requirements of the Student Success Strategies course as well as the Field Placement requirements.

PROGRAM OVERVIEW

Course	Hours
Students Success Strategies	20
Career Planning and Preparation Level I	20
Career Planning and Preparation Level II	20
Software Lab: Computer Fundamentals	40
Software Lab: Word Processing	40
Software Lab: Spreadsheets	40
Introduction to Policing & Canadian Government and Politics	20
Private Security and Patrol Procedures	40
Fitness and Lifestyle Management	20
Canadian Charter and Criminal Code	20
Criminal Justice in Canada	40
Federal Statutes	20
Provincial Statutes/Offences	20
Traffic Management and Accident Investigation	40
Crisis Intervention and Conflict Management	20
Psychology and Mental Health	20
Sociology for Police Foundations	20
Criminology for Police Foundations	40
Community Policing	60
Professionalism and Ethics	20
Community Diversity	40
Youth and Criminal Justice System	20
National Security	20
Communications and Interpersonal Skills	80
Police Powers and Authority	60
Criminal Investigations, Forensics and Evidence	60
Interviewing and Interrogation Skills	40
Courtroom Procedures and Testimony	40
Officer Safety and Protecting the Public	40
CPR and First Aid	20
Field Placement	4 weeks

TOTAL WEEKS 54

COURSE DESCRIPTIONS

Student Success Strategies

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored.

Career Planning and Preparation Level I

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

Career Planning and Preparation Level II

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment.

Software Lab: Computer Fundamentals

Through a combination of theory and hands-on-practice, this module examines the role and use of the computer in today's workplace. Emphasis is placed on those computers outfitted with the Microsoft Windows operating system. Students will review basic computer concepts, Windows OS usage, and complete hands-on training exercises in business-standard software applications, including Microsoft Outlook and Microsoft Word. Keyboarding skills are also honed via daily keyboarding exercises and drills.

Software Lab: Word Processing

This software lab module consists of online training and assessment in Microsoft Word, and builds on the skills introduced in Computer Fundamentals. Students learn a comprehensive set of skills, with coverage including formatting text for layout and appearance, formatting document sections, using styles, working with header/footer content, inserting and formatting tables, graphics and pictures, working with templates and themes, using advanced editing features, and working with mailing tools.

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Software Lab: Spreadsheets

This software lab module consists of online training and assessment in Microsoft Excel. Students learn a comprehensive set of skills, with coverage including creating, formatting and printing worksheets, creating simple and advanced formulas, using mathematical, logical, statistical and financial functions, creating and modifying charts and pivot tables, and using data tools.

Introduction to Policing & Canadian Government and Politics

This course provides students with an introduction to the Canadian Constitution, Canadian Politics, the government, how laws are created and implemented, and the concepts of public administration including issues such as government regulation, deregulation and privatization. As well, students will be provided with a general introduction to policing in Canada. This will include an overview of how Police Services operate; discipline, first impressions, professionalism and the types of daily activities police officers will be faced with. Students will learn of the hierarchy of rank within various police services and the rank structure.

Private Security and Patrol Procedures

Students will be instructed on the fundamental aspects of patrol procedures that security professionals may encounter during their employment. Students will examine common areas that are patrolled and the procedures that take place to secure these premises. Additionally, students will discuss crime and prevention.

Fitness and Lifestyle Management

This course provides students with fitness and lifestyle knowledge and skills and encourages students to take personal responsibility for their health and well-being. Students will be exposed to creating fitness plans, diet plans, and goal setting. Students are also introduced to causes and solutions to different types of stress that are particular to law enforcement.

Canadian Charter and Criminal Code

This course introduces students to the Canadian Charter of Rights and Freedoms and the Canadian Criminal Code, both of which will be reinforced throughout their program of study. Students will learn how to utilize the Criminal Code so as to efficiently locate and as well understand the offences being investigated. Further to this, the students will delve deeply into the Charter of Rights and Freedoms in an effort to comprehend its connection to everyday police work and court procedures.

Criminal Justice in Canada

In this course, students examine the Canadian Criminal Justice System and will continue to become familiar with the Canadian Charter of Rights as well as the Criminal Code. Topics covered include the structure and operation of the criminal justice system, models of criminal justice, and examples of crimes, Uniform Crime Reports, law enforcement services, court procedures, and correctional services.

Federal Statutes

This course will provide all students with an introduction to the various Federal Statutes enforced by most police officers in Canada, including Acts as the CDSA, Firearms Act, Anti-terrorism Act and various weapons

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offences in the Criminal Code. The students will also gain an understanding of the concepts of Federal Legislative Jurisdiction and the involvement of various police agencies in enforcement of various Federal Statutes.

Provincial Statutes/Offences

Students will become familiar with the interpretation and application of Provincial Statutes, common offences and the involvement of non-police agencies in association with police agencies. Students will be given opportunities to fill out Provincial Offence Notices, Summons and all related materials

Traffic Management and Accident Investigation

This course will introduce students to the Highway Traffic Act and accident investigations. Students will develop a working knowledge of the Highway Traffic Act, learn to interpret offences. Students will also learn skills and strategies required for information gathering and investigative techniques used in enforcing the Highway Traffic Act and Criminal Code impaired driving laws.

Crisis Intervention and Conflict Management

This course introduces students to the theories and concepts surrounding conflict, conflict management and resolution, crisis identification, and crisis intervention. Students will learn about non-verbal communication, negotiation skills, de-escalation strategies, and how to use them effectively in policing situations. Additionally students will learn how to safely handle a variety of aggressive behavior.

Psychology and Mental Health

This course will introduce students to the psychological research methods and perspectives. Students will be exposed to topics such as The Scientific Method, sensations and perceptions, states of consciousness, learning, memory, and intelligence. This material will be examined as it relates to law enforcement in Canada.

Sociology for Police Foundations

This course will provide Police Foundation students with an introduction to social concepts. Students will be presented with the various perspectives of sociology, including gender inequality, wealth disparity, sex trade, and globalization. The course will associate sociology principals to law enforcement.

Criminology for Police Foundations

This course introduces students to the study of Criminology. Topics covered include crime, crime analysis, correlation of criminal behavior and the psychological and social impact of crime and violence. Also behaviour and its relationship to genetics, environment and mental and physical disorders and crime are also discussed.

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Community Policing

This course provides students with a comprehensive overview of the issues and challenges faced by Canadian Police Services and Communities. Students will be introduced to new strategies and programs designed to improve the effectiveness and efficiency of police services as they attempt to develop partnerships to respond to and prevent crime and social disorder.

Professionalism and Ethics

This course focuses on the ethical Issues and dilemmas faced by police officers, and related professionals. Students will clarify their values, establish a frame work for ethical decision making and apply techniques to the moral/ethical decision making process. Real life ethical dilemmas that relate to a wide variety of concerns in the policing profession are explored and examined.

Community Diversity

This course discusses First Nations Peoples in North America with the purpose of understanding the culture before its introduction to European culture. It also discussions marginalization and discrimination of First Nation people. Students will also explore the issues surrounding race and ethnicity in Canada today and the accompanying topics of the LGBT community and its contact with the law enforcement community.

Youth and Criminal Justice System

This course is designed to address current issues regarding youth and their involvement in the judicial system. This course will discuss urban and rural issues and examine the present policies and guidelines around the issues of cyber-bullying, gangs and internet safety. Students will also learn about risks and prevention techniques associated with internet usage.

National Security

This course is designed to give the students an understanding of present day legislation and issues involving National Security in the areas of terrorism and information security. Students will also learn about the roles of different enforcement bodies and their contributions to national security. Additionally, students will learn techniques to defend against privacy and personal security issues as it relates to law enforcement.

Communications and Interpersonal Skills

Excellent written and oral communication skills are vital for a career in Law Enforcement. In this course students will develop oral and written communication skills, with an emphasis on law enforcement standards and verbiage. Report, letter and memo production will be developed and practiced. Also interpersonal skills, such as conflict resolution will be discussed and examined in an effort to teach the students the skills necessary to quell conflicts that they will respond to as a law enforcement person.

Police Powers and Authority

This course provides students with information about arrests, search and seizure, release and charging an offender. Students will learn the basic dynamics of such things as "Use of Force", release provisions, post

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custody detention and charging an offender. Students will also learn about the issues surrounding search and seizure and its many forms of search warrants and warrantless searches.

Criminal Investigations, Forensics and Evidence

This course will provide all students with a broad introduction to the theoretical, technical, and realistic issues surrounding the investigation and processing of a crime scene. The students will learn the various aspects of crime scene and evidence analysis, as well as the implications of evidence retrieval and processing.

Interviewing and Interrogation Skills

This course guides students through the hazards of investigative interviewing, and provides a solid legal and practical foundation for the development of interviewing skills. Students will develop skills related to information collection and preservation of evidence. Additionally students will learn about courtroom procedures, investigative techniques and questioning strategies.

Courtroom Procedures and Testimony

This course focuses on courtroom procedures and testimony and provides students with the tools for presenting a case in court. Topics covered include the procedures for bringing an accused to court, the trial, disposition, appeal, classification of offenses, court jurisdiction, bail, interim release, consequences of breeches, rights of the accused, and the duty of the Crown, jury and Ministry of Justice.

Officer Safety and Protecting the Public

This course exposes students to common issues and routines related to law enforcement. With a focus on officer safety, students will develop strategies to prevent and avoid dangerous situations. Students will be asked to demonstrate the use of the duty belt and its equipment. Discussions will involve the use of force and the aspect of disengagement as a viable option.

CPR and First Aid

Training in First Aid and CPR techniques will offer participants and knowledge to respond to emergencies in the home or workplace. Several topics are covered from basic first aid such as cardiovascular and breathing emergencies, CPR Level C, bone and joint injuries and severe bleeding.

Field Placement

On successful completion of the classroom hours of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment. Host sites will be drawn from security industry.

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