

Introduction to Police Constable Hiring Process:

The South Simcoe Police is a member of the Constable Selection System (CSS) as are most police services in the Province of Ontario. This System is endorsed, and overseen by the Ontario Association of Chiefs of Police (OACP) and Ministry of Community Safety and Correction Services. The CSS was introduced to standardize applicant testing throughout Ontario and to prevent applicants from having to conduct the same screening tests with multiple police services.

Step 1: Minimum Requirements

According to the Police Service Act to become a police officer in Ontario you must meet the minimum requirements listed below:

1. A Canadian Citizen or permanent resident of Canada?
2. 18 years of age or older?
3. In good physical condition?
4. A secondary school graduate or have equivalency?
5. A licensed Ontario driver with no more than six demerit points accumulated?
6. Of good moral standing within the community?
7. Clear of any criminal record or criminal convictions?

Additional Requirements

- Possess a valid Class G driver's licence with no more than six (6) demerit points
- Possess a Standard First Aid Certificate and CPR Certificate (Basic Rescuer Level C)
- Hold a current OACP Certificate of Results
- Not have a criminal conviction(s) for which a pardon(s) has/have not been granted
- Have vision within acceptable standards:
 - Uncorrected visual acuity - at least 20/40 (6/12) binocularly (both eyes open)
 - Corrected visual acuity - at least 20/20 (6/6) binocularly
 - There are minimum requirements regarding refractive surgery, farsightedness (hyperopia), colour vision and peripheral vision. With regards to laser surgery and Intra-Ocular lenses, acceptable, but applicants must meet specific standards
- Hearing is acceptable if the applicant is able to hear tones at the following frequencies and related decibel levels. Candidates may also be required to undergo a speech recognition test as part of their hearing assessment
 - Four-frequency average (500, 1000, 2000, 3000 Hz) of 25 dB HL
 - Thresholds at none of these single frequencies shall exceed 35 dB HL and thresholds at 4000 Hz shall not exceed 45 dB HL

For more information regarding vision, speech and hearing standards, refer to the [OACP Medical Requirements for Candidates](#).

Step 2: O.A.C.P. Certificate of Results

In order to submit your application for the position of police constable, YOU MUST HAVE a current and valid OACP Certificate of Results (COR).

The OACP contracts the testing to a private firm called Applicant Testing Services Inc. (ATS), which conducts the tests at a designated site. To obtain the OACP Certificate of Results you will need to contact ATS. For more information and instruction regarding the Testing please visit www.applicanttesting.com.

Step 3: Mandatory Documents, while applying

Once you have obtained the Certificate of Results, you are ready to apply to South Simcoe Police. It is **very important that your application contain the following documents:**

1. A one-page cover letter.
2. An updated résumé.
3. A photocopy of your valid OACP Certificate of Results. (Your O.A.C.P. certificate must remain valid throughout the Constable Selection Process).
4. Completed [Authorization for Release of Information](#) (completed by hand writing).
5. Photocopy of Standard First Aid Certificate and CPR Level “C” Certificate. (Your certificate must remain valid throughout the Constable Selection Process).

Step 4: Competency Interviews

Competencies

The role of police constables has shifted from traditional enforcement/authority to community policing/service. In addition to the minimum requirements, candidates must possess certain essential and local skills, knowledge, abilities, motives, behaviors or attitudes for successful performance on the job.

Short listed candidates will then be invited for LFI interviews.

Local Focus Interview (LFI)

Local focus interviews are a series of questions that you will be required to respond to. Once you have passed the LFI, you will move on to Essential Competency Interviews.

Local Competencies:

- Community service orientation: desire to help or serve others and the ability to focus efforts on meeting individual and group needs
- Initiative: self-directed or self-motivated, and able to exercise initiative beyond what is expected or required on the job to improve outcomes or avoid problems
- Work organization: ability to minimize errors and maintain high standards of quality by developing and maintaining effective systems for organizing work and information
- Cooperation: ability to demonstrate collaborative/team-oriented behavior such as input seeking and information sharing with colleagues, other emergency services, community resources, etc.
- Commitment to learning: ability to maintain and enhance professional/technical knowledge and personal development by asking questions, taking courses, reading, networking with colleagues, specialists and the community
- Assertiveness: the ability to use personal power or the power of the police constable's position appropriately to set expectations, challenge others, enforce rules and direct others

Essential Competency Interview (ECI)

The ECI is the second part of interviews you will participate in during the hiring process. You may only be invited for an ECI if you are successful in the LFI interview. The interview will determine whether or not you have the knowledge and skills ability to become an officer. An ECI interview results are valid for one year and is transferable between police services.

If you are unsuccessful with the ECI, you will be permitted a second interview only after waiting a period of 3 months from the date of the first interview and after a 6 month period of attempt thereafter. This waiting period applies to any OACP CSS licensed police service.

Essential Competencies

- Analytical thinking: ability to analyze situations and events in a logical way and to organize parts of a problem in a systematic way
- Self-confidence: belief in abilities and judgment and a recognition of personal limitations and development needs
- Communication: ability to demonstrate effective listening, understanding, verbal and written communication skills
- Flexibility/valuing diversity: ability to adapt to a variety of situations and to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances
- Self-control: ability to keep emotions under control and to restrain negative actions when provoked or when working under stressful conditions

- Relationship-building: ability to develop and maintain a network of contacts, both inside and outside the police service
- Achievement orientation: desire for continuous improvement in service or accomplishments
- Medical/physical skills and abilities: job-related medical/physical skills and abilities, including vision, hearing, motor skills, cardiovascular endurance and upper-body strength

Step 5: Background and Psychological Assessment

Background

If you are successful through the various steps above you may proceed to the background investigation. This is the part in the selection process where the references you have provided will be contacted by a recruiter or a background investigator regarding your character, work, and school. They will also conduct an extensive investigation into your education, employment and personal history, this will include detailed look into your records from Ontario, Canada and other countries (if required). A home visit and/or interviews with your neighbours is also a part of background check. On average, the background check can take up to one week depending on the details and documents provided and the availability of your references.

Psychological Assessment

All police constable applicants are required to undergo a psychological assessment to assess their suitability for the position of constable.

Although you have a successful ECI, the process is very competitive. It will be on the discretion of the interviewers to determine if you will be scheduled for a psychological evaluation or move to background check. This will also depend on identified vacancies within the Service, as well as our organizational needs.

The psychological assessment is valid for a year and is also transferable between police services using the Constable Selection System.

Step 6: Medical Examination

Once you have been selected and have passed all of the above steps you will need to go through a medical exam in order to become a South Simcoe Police officer. You will receive a medical exam request with your conditional offer letter. To find out more about the medical examination, click on the below link:

http://www.mcscs.jus.gov.on.ca/english/police_serv/const_select_sys/Self-Assess-MedicalRequirementsforCandidates/Self_Assess.html

Useful Website Resources:

Ministry of Community Safety and Correctional Services

http://www.mcscs.jus.gov.on.ca/english/police_serv/const_select_sys/become_police_const/become_police_const.html

Applicant Testing Service

<http://www.applicanttesting.com>

Ontario Association of Chiefs of Police

<http://www.oacp.on.ca/programs-courses/constable-selection-system>

Step 7: Conditional Offer

Applicants approved by the Chief and deemed most competitive may be extended a Conditional Offer of Employment.