



TRANSIT POLICE

TRAINING

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Office of Primary Responsibility: Inspector Support Services

POLICY

Terms and definitions in this policy have the same meaning as in the *Police Act* and *BC Provincial Policing Standards*.

Definitions

BCPPS – The British Columbia Provincial Policing Standards issued pursuant to the *Police Act*.

Certified Constable – A police officer who:

- a. on or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of s. 26 (3) of the *Police Act*;
- b. was appointed under s. 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director - Police Academy to have:
 - i. successfully completed the Police Recruit Training Program (blocks 1-4);
 - ii. been exempted from blocks 1-3 of the Police Recruit Training Program and successfully completed block 4 of the Police Recruit Training Program;
- c. is a member of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

Chief Officer – The Transit Police Chief Officer or delegate.

Designated Constables – The Transit Police police officers appointed by the Police Board.

Director - Police Services – The director of police services, Ministry of Justice.

Director - Police Academy – The person employed to administer the Police Academy and to ensure that the training of recruits, qualified and certified constables is in compliance with the standards set by the Director - Police Services.

Field Trainer – A Member (with Certified Constable status) who is appointed by the Chief Officer to supervise students of the Police Recruit Training Program during their practicum periods.

Member – A Designated Constable, the Chief Officer or a Deputy Chief Officer of the Transit Police.

Police Academy – The entity authorized by the Director - Police Services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

Police Act – The BC *Police Act*, RSBC 1996, c. 367, and the regulations thereto, including the Transit Police Operations Regulation, all as amended from time to time.

Police Board – The South Coast British Columbia Transportation Authority Police Board.

Police Recruit Training Program – Periods of training at or under the auspices of the Police Academy during which students will acquire the knowledge, skills, experience and understanding to function as police officers. The police recruit training program is divided into 4 distinct blocks of training:

- a. the first and third are comprised of curriculum developed by the Police Academy in consultation with the police training advisory committee and in compliance with standards set by the Director of police services;
- b. the second block is a practicum monitored by the Director of the Police Academy or designate, during which the recruit works under the direct supervision of a Field Trainer; and
- c. the fourth block is a minimum 1 year field practicum requiring a satisfactory competency-based assessment of performance by the recruit's supervisor and approved by the recruit's chief constable or chief officer and training officer and certified by the Director of the Police Academy.

Qualified Constable – A police officer who:

- a. was appointed under section 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director of the Police Academy to have:
 - i. successfully completed blocks 1, 2, and 3 of the recruit training program, or
 - ii. been exempted from blocks 1, 2, and 3 of the recruit training program; or
- b. was a member of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

Training Officer – A Member who has been appointed by the Chief Officer to administer the training obligations of the Transit Police and attend meetings of the provincial police training advisory committee.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

Authority

1. The Transit Police must comply with requirements of the *Police Act*, the BCPPS and provincial directives regarding recruitment, qualification and training of its Designated Constables.
2. Pursuant to s. 4.2(3) of the *Police Act*, the Chief Officer must ensure compliance with the Director – Police Services' standards as they relate to the Transit Police.

General

3. The Chief Officer will establish a training function within the Transit Police. The responsibilities of the training function will include, but is not limited to:
 1. maintaining personnel training records;
 2. ensuring that all mandatory police officer training, requalification and recertification are completed;
 3. ensuring that police officer training is provided through a provincially-approved training course, where required (this includes recruit, core advanced and fee-for-service training); and
 4. coordinating management, in-service and specialized training for personnel.
5. Training for Transit Police personnel will be under the management of the Deputy Chief Officer Support Services.
6. Unless otherwise so determined by the Deputy Chief Officer Support Services, the Inspector Support Services will be the appointed Training Officer for the Transit Police.
7. The Transit Police will make training available for Transit Police personnel that:
 1. includes orientation on the Transit Police mandate, goals, policies and procedures; working conditions and regulations; and responsibilities and rights of personnel;
 2. includes initial training, continuing development, specialized training and mandatory training needed for personnel to meet/maintain the qualifications required to perform their duties;
 3. establishes performance objectives for formal training programs;
 4. informs personnel of the elements of the training programs; and
 5. reflects the following objectives and requirements, as applicable:
 - a. recognizes local needs;
 - b. updates knowledge and skills;
 - c. identifies required qualifications;
 - d. enhances police officer and civilian staff safety;
 - e. identifies changes in policy and procedures, case law and legislation;
 - f. stresses the importance of health and physical fitness.

Designated Constable Training

8. In accordance with the *Police Act* and the BCPPS, Transit Police recruit candidates will be required to complete the Police Recruit Training Program at the Police Academy.
9. As outlined in the BCPPS 2.2.1P, the Chief Officer must apply to the Director - Police Services to exempt a police officer employed outside of British Columbia or a person with previous police experience from attending the Police Recruit Training Program (blocks 1, 2 and 3 only). Exempt police officer candidates will be required to complete components of the Police Recruit Training Program as so determined through the BCPPS 2.2.1 Exemption Process.

Registry for Police Officers

10. Pursuant to the BCPPS 2.1.1, the Inspector Support Services (or designate) will register all Transit Police Designated Constables with the Police Academy by submitting, within 30 days of the commencement of their appointment, and keeping current the following information:
 1. full name and date of birth;
 2. date of appointment;
 3. termination of appointment; and
 4. successfully completed training or education courses which are a prerequisite to a status or rank.

Timeline – Qualified Constable

11. In accordance with the BCPPS, a Transit Police Designated Constable will be required to attain the status of Qualified Constable within 18 months of their Designated Constable appointment, unless the candidate is granted an extension to the time limit by the Director – Police Academy, upon application by the Chief Officer.
 1. Under the BCPPS 2.3.1P, if an extension is not granted by the Director – Police Academy, the Chief Officer may appeal the decision to the Director – Police Services.

Timeline – Certified Constable

12. As required by the BCPPS, a Transit Police Qualified Constable must attain the status of Certified Constable prior to the third anniversary of their Designated Constable appointment, unless granted an extension to the time limit from the Director – Police Academy, upon application by the Chief Officer.

1. Under the BCPPS 2.3.1P, if an extension is not granted by the Director – Police Academy, the Chief Officer may appeal the decision to the Director – Police Services.

PROCEDURES

Field Training

13. Field training for Designated Constables will be provided by Field Trainers appointed by the Chief Officer.
14. A Field Trainer will need to possess the coaching, counseling and supervisory skills necessary for continuing the development of the police recruit (and an exempt/lateral officer where applicable) in the field, and where possible, have completed a Field Trainers' program.
15. The Chief Officer may request assistance from Jurisdictional Police Departments with specific field training that may not be available within the Transit Police.
16. The Training Officer will manage implementation of the field training program within the Transit Police.
17. The Training Officer will ensure a sufficient number of Field Trainers to support recruits in training, and identifying when additional Field Trainers need to be trained.
 1. The Training Coordinator, via the Sergeant i/c Training, will send out an expression of interest to Members for the Field Trainer's course at the Police Academy.
 2. Interested Members will be required to complete Transit Police Personnel Training Course Application (TP Form AZ700) and submit via the chain of command to the Training Unit. The completed Form AZ700 from the Members must include endorsement from the following individuals:
 - a. Supervisor;
 - b. Watch Commander;
 - c. Inspector Operations; and
 - d. Sergeant i/c Training Unit.
18. The Inspector Support Services, through ongoing consultation with the Inspector Operations, will identify potential Field Trainers on the following criteria:
 1. Personal Development Plan identifies interest in being Field Trainer;
 2. Displayed enthusiasm for their policing duties;
 3. Displayed enthusiasm in mentoring other Members;
 4. Displayed leadership abilities;
 5. Displayed depth of patrol policing knowledge;
 6. Displayed good judgment and decision making.

19. Members with an interest in being a Field Trainer should identify this interest in their annual Personal Development Plan.
20. The Training Coordinator will maintain the list of current Field Trainers.
21. In performing their field training duties, Field Trainers will follow SOP58 – Guidelines for Recruit Field Training Program, and as otherwise instructed by the Training Officer.
22. The Training Officer will implement a performance evaluation program of the Transit Police Field Trainers.

Advanced Training

23. Advanced police officer training required will be provided through the Police Academy, law enforcement training institutions and other appropriate institutions based on selection criteria appropriate to the level of training and post training assignment.

Termination of Training

24. Where the Director - Police Academy has determined, in consultation with the Training Officer, that a Member's participation in a course or program is unsatisfactory and the Director - Police Academy so terminates the Member's participation in the course or program, the Chief Officer must inform the Police Board.
25. Pursuant to the BCPPS 2.1.1, the Chief Officer may accept the decision of the Director – Police Academy or appeal the decision to the Director - Police Services (as outlined in the BCPPS Policy Directive 2.3.1P – Process for Appealing).

Training Plans

26. The Support Services Division will develop and implement a comprehensive training plan to ensure mandatory training is delivered to its Members and advanced and specialized training is delivered as appropriate to a Member's function.
27. The Support Services Division will identify civilian and police officer positions and ranks for which management, in-service, or specialized training is required, and assist supervisors in addressing training needs for their staff.

Training Syllabus/Plans

28. A training syllabus/lesson plan will be developed for all training courses conducted by the Transit Police. The training syllabus/lesson plan will include:
 1. a statement of performance and job-related objectives;

2. the content of the training and specification of the appropriate instruction techniques; and
 3. identification of any tests used in the training program.
29. The Deputy Chief Officer Support Services will establish a process for approval of Transit Police training lesson plan/syllabus.
30. Records of training syllabus/lesson plans will be retained by the Support Services Division.

Personnel Non-Mandatory Training Requests

31. To request a non-mandatory training course, the Transit Police staff person will be required to complete a Transit Police Personnel Training Course Application (TP Form AZ700) and submit it to their Supervisor. The TP Form AZ700 will be processed, as applicable.

Outside Courses

32. Transit Police personnel may be eligible for financial assistance to undertake a course of outside training. The degree of financial aid provided will depend upon the circumstances involved and the availability of financial assistance for this type of training. Application requests and approval of financial assistance will be guided by the Collective Agreement and policies of the Transit Police and its legal entity, as applicable.
33. Transit Police personnel will use the prescribed form and process to apply for financial assistance for a course of outside training.

[See also: Collective Agreement]

Training Records

34. Under the supervision of the Inspector Support Services, the Support Services Division will maintain and update the Transit Police training records, including:
1. available training programs and program details;
 2. personnel participation, attendance, performance and certificates received;
 3. current status level of personnel qualifications; and
 4. training required and requested by personnel.
35. The Support Services Division will maintain records of each training class related to Members' mandatory and advanced training, including: course date, course content, names of attendees and performance of individual attendees as measure by tests, if administered.

1. Transit Police staff will use TP Form AZ750 – Training Course Roll for maintaining class records, as well as use other forms and records system, as appropriate.

[See also: AB010 – Recruitment & Selection of Police Officers, AB110 – Career Development; AB160 – Assessment Centre, OH020 – Use of Force]

Key References

BC Police Act [RSBC 1996, Chapter 367] (As Amended November 11, 2011)

British Columbia Provincial Policing Standards [Issued December 2011]

Collective Agreement

Transit Police Policy Chapter: AB130 - Training

South Coast British Columbia Transportation Authority Police Service Operations Regulations [BC Reg. 484, 2004]