



TRANSIT POLICE

TRAINING

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Reviewed Date:

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Office of Primary Responsibility: Inspector Administrative Support

POLICY

Definitions

Accepted Equivalent – Police recruit training, including any and all field training required as part of that training, provided by any of the following:

- RCMP Training Academy (Depot)
- Ontario Police College
- Chief Crowfoot Learning Centre (Calgary Police Service)
- Edmonton Police Service, Basic Recruit Training
- Lethbridge College
- Winnipeg Police Service, Police Recruit Training Academy
- Royal Newfoundland Constabulary
- Saskatchewan Police College
- École Nationale de Police du Québec
- Atlantic Police Academy
- Canadian Forces Military Police Academy.

BCPPS – The British Columbia Provincial Policing Standards issued pursuant to the *Police Act*, as amended from time to time.

Certified Constable – An Officer appointed under section 4.1, 18.1 or 26 of the *Police Act* who is certified by the Director of the Police Academy to have:

- i. Successfully completed the Police Recruit Training Program (Blocks 1-4), or
- ii. Been exempted from Blocks 1-3 of the Police Recruit Training Program and successfully completed Block 4 of the Police Recruit Training Program.

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

Director – Police Services – The Director of Police Services referred to in s. 39 (1) of the *Police Act*.

Director – Police Academy – The person employed to administer the Police Academy and to ensure that the training of recruits, Qualified and Certified Constables complies with the standards set by the Director – Police Services under s. 40 (1)(a.1) of the *Police Act*, as amended from time to time.

Experienced Applicant – A person whose previous police training and experience satisfies the conditions set out in the BCPPS 2.1.1(3) for appointment as an Officer

under ss. 4.1, 18.1 or 26 of the *Police Act* without completion of the Police Recruit Training Program or a request for an exemption.

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 (all ranks), the Chief Officer or a Deputy Chief Officer of the Transit Police

Metro Vancouver Transit Police (“Transit Police”) – The operating name for the South Coast British Columbia Transportation Authority Police Service (Designated Policing Unit and Designated Law Enforcement Unit).

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 *South Coast British Columbia Transportation Authority Police Service Operations Regulation*, all as amended from time to time.

Police Board – The South Coast British Columbia Transportation Authority Police Service Designated Policing Unit 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. Blocks 1 and 3 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. Block 2 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. Block 4 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 – An officer who 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 Police Recruit Training Program; or
- ii. Been exempted from Blocks 1, 2, and 3 of the Police Recruit Training Program.

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 Personnel – The sworn officers and civilian professionals of the Transit Police.

Authority

1. Transit Police must comply with requirements of the *Police Act*, the BCPPS and provincial directives regarding recruitment, qualification and training of its Designated Constables and Designated Law Enforcement Officers.
 - (1) The Transit Police's Designated Law Enforcement Officers (Community Safety Officers) will complete training requirements and standards as so determined of the Director – Police Services (including any exemptions of certain standards), in addition to requirements set by the Chief Officer.
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 function¹ within the Transit Police. The responsibilities of the training function will include, but is not limited to:
 - (1) Maintaining training records;
 - (2) Ensuring that all mandatory training, requalification and recertification are completed;
 - (3) Ensuring that 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.
4. Training for Transit Police Personnel will be under the management of the Deputy Chief Officer Administrative Services.
5. Unless otherwise so determined by the Deputy Chief Officer Administrative Services, the Inspector Administrative Support will be the appointed Training Officer for the Transit Police.
6. 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;

¹ Pursuant to BCPPS 2.1.1(8).

- (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 Transit Police Personnel safety;
 - e. Identifies changes in policy and procedures, case law and legislation; and
 - f. Stresses the importance of health and physical fitness.

Designated Constable Training

7. In accordance with the *Police Act* and the BCPPS, the Police Board requires Transit Police appointed Designated Constables to complete either: (a) Blocks 1 to 4 of the Police Recruit Training Program at the Police Academy; or (b) Satisfies the conditions and requirements for hiring of an Experienced Applicant, as set out in BCPPS 2.1.1(3); or (c) Receive an exemption from Blocks 1 to 3 of the Police Recruit Training Program following the process set out in BCPPS 2.2.1P and complete Block 4.

Experienced Applicants

8. An Experienced Applicant may be appointed by the Police Board as a Designated Constable without requiring completion of the Police Recruit Training Program, provided that the Chief Officer is satisfied that:
 - a. The applicant successfully completed the Police Recruit Training Program or an Accepted Equivalent prior to their appointment;
 - b. The applicant has been employed as a police officer with a Canadian police service within the previous three years;
 - c. A background investigation concerning the applicant has been successfully completed which included, at minimum:
 - i. verifying the training and experience claimed; and
 - ii. unless the officer is being appointed to the role of Chief Officer or Deputy Chief Officer, verifying, through a professional assessment or through testing using a recognized protocol, that the applicant is physically fit to perform the duties of a police officer; and
 - d. The applicant is required to complete a probationary period.
9. Appointed Experienced Applicants will be required to successfully complete² the courses outlined in BCPPS 2.1.1(4), within twelve (12) months, as follows, and as may be amended from time to time:

² The Recruiting Unit (in coordination with the Training Unit) must verify that an Experienced Applicant has completed the CORE PATROL training and make record of this or require the Experienced Applicant to take this training or missing elements of it.

- a. Advanced Operational Policing Skills (“AOPS”) VII-Immediate Rapid Deployment;
 - b. AOPS I-Subject Behavior Officer Response Training (“SBORT”) Building Containment and Searching; High Risk Encounters;
 - c. Provincially-mandated domestic violence training;
 - d. Core Operational Policing Skills (“COPS”) Crisis Intervention de-escalation (“CID”); and
 - e. Any training requirements set out in other Standards within BCPPS that are relevant to the Member’s function and equipment or weapons that they will be authorized to carry (e.g., Conducted Energy Weapon, Extended Range Intermediate Weapon, and Fair and Impartial Policing).
10. Transit Police will submit a report to the Director – Police Services within 30 days of the end of each calendar year, summarizing the Experienced Applicant appointments³. (The report will be prepared and submitted by the Strategic Services Section.) The report will include the number of Experienced Applicants appointed and a list of the police recruit training programs where the Experienced Applicants completed their recruit training (or as otherwise directed by the Director – Police Services).

Exempt Applicant

11. As outlined in the BCPPS 2.1.1(7), the Chief Officer must successfully apply to the Director – Police Services to exempt a person whose previous experience does not meet the conditions for appointment as an Experienced Applicant under BCPPS 2.1.1(3) from attending the Police Recruit Training Program, prior to that person’s appointment by the Police Board under s. 4.1 of the *Police Act*.
12. Candidates from within Canada may meet the conditions for appointment without an exemption request (refer to BCPPS 2.2.1(3) for information). Candidates from outside Canada must complete the Police Recruit Training Program.
 - (1) Transit Police will follow the procedures outlined in BCPPS 2.2.1P(1) for exemption candidates from within Canada.

Registry for Police Officers

13. Pursuant to BCPPS 2.1.1(10) requirement, the Human Resources Section 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:
 - a. Full name and date of birth;
 - b. Date of appointment; and
 - c. Successfully completed training or education courses which are a prerequisite to a status or rank.

³ Pursuant to BCPPS 2.1.1(6) requirement.

14. The Police Academy⁴ will be informed of any termination of a Designated Constable appointment by the Strategic Services Section.

Timelines – Qualified and Certified Constables

15. Further to BCPPS 2.1.1(1)(a), the Police Board requires appointed Designated Constables to complete the Police Recruit Training Program within the timelines below⁵:
 - a. Complete Blocks 1-3 and attain the status of Qualified Constable within 18 months of their appointment; and
 - b. Complete Block 4 and attain the status of Certified Constable within 36 months of their appointment; or
 - c. Receive an extension to either or both of the above time limits from the Director – Police Academy, upon application by the Chief Officer.
 - i. 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

16. Field training for Designated Constables will be provided by Field Trainers appointed by the Chief Officer or designate. Refer to Transit Police SOP58 – Guidelines for Recruit Field Training Program – Police Officers for more on qualifications and responsibilities, as well as the Collective Agreement.
17. The Chief Officer may request assistance from Jurisdictional Police Departments with specific field training that may not be available within the Transit Police.
18. The Sergeant Member Support and Development will manage implementation of the field training program within the Transit Police.
19. The Inspector Patrol will ensure a sufficient number of Field Trainers to support recruits in training and identifying when additional Field Trainers need to be trained.
20. The Inspector Patrol will identify potential Field Trainers on the following criteria (but not limited to):
 - a. Personal Development Plan identifies interest in being Field Trainer;
 - b. Displayed enthusiasm for their policing duties;
 - c. Displayed enthusiasm in mentoring other Members;
 - d. Displayed leadership abilities;
 - e. Displayed depth of patrol policing knowledge;
 - f. Displayed good judgment and decision making.
21. Members with an interest in being a Field Trainer should identify this interest in their annual Personal Development Plan.

⁴ Required under BCPPS 2.1.1(10)(e).

⁵ Pursuant to BCPPS 2.1.1(2).

22. The Training Coordinator will maintain the list of current Field Trainers.
23. In performing their field training duties, Field Trainers will follow SOP58 – Guidelines for Recruit Field Training Program – Police Officers and as otherwise instructed by the Training Officer.
24. The Sergeant Member Support and Development will implement a performance evaluation program of the Transit Police Field Trainers and provide feedback to the Inspector Patrol.

Advanced Training

25. Advanced police officer training required will be provided through the Police Academy, in-house subject matter experts, law enforcement training institutions, and other appropriate institutions or contractors, based on selection criteria appropriate to the level of training and post training assignment.

Termination of Training⁶

26. 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.
27. Pursuant to 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 (following BCPPS Policy Directive 2.3.1P – Process for Appealing).

Training Plans

28. The Administrative Services Division will develop and implement a comprehensive training plan to ensure mandatory training is delivered to Members and advanced and specialized training is delivered as appropriate to a Member's function.
29. The Administrative Services Division will identify sworn officer and civilian professional 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

30. 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;

⁶ Pursuant to BCPPS 2.1.1(11).

- (2) The content of the training and specification of the appropriate instruction techniques; and
 - (3) Identification of any tests used in the training program.
31. The Deputy Chief Officer Administrative Services will establish a process for approval of Transit Police training lesson plan/syllabus (refer to Appendix “A”).
32. Records of training syllabus/lesson plans will be retained by the Administrative Support Section.

Training Non-Attendance by Personnel

33. When Transit Police Personnel are unable to attend scheduled mandatory/approved training, prior to the first date of such training, the personnel are required to complete Transit Police [Form AZ1320 – Mandatory/Approved Training Exemption Request](#) and submit to their Manager, in order to be exempt from the mandatory/approved training.

Personnel Non-Mandatory Training Requests

34. To request a non-mandatory training course, Transit Police Personnel are required to complete a Transit Police Personnel Training Course Application ([TP Form AZ0700](#)) and submit it to their Supervisor. The [TP Form AZ0700](#) will be processed, as applicable.

Outside Courses

35. 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.
36. Transit Police Personnel will use the prescribed form and process to apply for financial assistance for a course of outside training.

[Refer to the Collective Agreement and TSML Policy No. 012 – Reimbursement of External Training]

Training Records

37. Under the supervision of the Inspector Administrative Support, the Administrative Support Section will maintain and update Transit Police Personnel 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.
38. The Administrative Support Section 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 measured by tests, if administered.
- (1) Transit Police Personnel will use TP Form AZ0750 – Training Course Roll for maintaining class records, as well as use other forms and records system, as appropriate.

[See also Transit Police policy chapters AB010 – Recruitment & Selection of Police Officers, AB110 – Career Development, and OH020 – Use of Force]

References:

[BC Police Act \[RSBC 1996, Chapter 367\]](#)

[British Columbia Provincial Policing Standards](#)

Transit Police Professional Association - Collective Agreement

APPENDIX "A" FOLLOWS ON NEXT PAGE

APPENDIX “A”

(Approved by Deputy Chief Officer Administrative Services – July 13, 2023)

Transit Police Training Syllabus / Lesson Plan Approval Process

Below is the approval process being recommended for Transit Police training syllabus/ lesson plans conducted by the Transit Police Training Unit. This process is established pursuant with s. 31 of the Transit Police policy chapter AB130 – Training and may be amended from time to time.

Level 1/Existing Lesson Plans

- This includes yearly firearm re-qualifications and other related police training such as “CORE training”.
- Minor changes to existing plans such as scenarios, instructional techniques and logistics can be made and approved at the NCO level and tracked.

Level 2/Substantially Modified

- This includes all considerably modified lesson plans that have an “inherent risk” to Members. Examples that would meet this threshold are moving and shooting, including running and partner involvement at the range where a range officer is in close proximity of the Members moving (using live ammo), or dynamic scenario based training involving SIM firearms and reality based actors that may go ‘hands on’ during the scenario, thus creating “reality based training”.
- Lesson plans will be reviewed and approved at the Staff Sergeant level, with notification sent to the Inspector Administrative Support Section.

Level 3/New Lesson Plans including Risk and Public Exposure

- This includes all new police related lesson training. Once this training has been approved at the Senior Management level, it would defer to ‘Level 1’ as ongoing training. An example of this is the training for the new Transit Police Carbine and Arwen programs.
- Includes risk to staff, such as “pit maneuver/vehicle pinning” training at the race track.
- Includes the potential for public exposure. Example of such training would include “Active Shooter”/Immediate Rapid Deployment training (Members with SIM guns / required to run). *(This type of training was held a few years ago at Transit Police HQ/TransLink HQ building, involving numerous internal partners.)*
- All recommended training would be reviewed at the supervisory level, with final approval to the Inspector Administrative Support Section.

Deputy Chief Officer Requirements

1. All substantially modified and new training syllabus/lessons plans will be forwarded to the Deputy Chief Officer Administrative Services for awareness; and
2. The Deputy Chief Officer Administrative Services can request changes or deny approval to any training syllabus/lesson plans put forward for approval at lower levels.