



## **NORTH BAY POLICE SERVICE**

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## **CONSTABLE RECRUITMENT PROCEDURES**

The North Bay Police Service is committed to recruitment and selection practices that will enhance the effectiveness of the Service and contribute to its goal of community policing. It is the intent of the North Bay Police Service to hire qualified candidates in a manner consistent with its commitment to providing fair and equitable opportunity to all candidates in accordance with the Ontario Human Rights Code, Policing Standards on Equal Opportunity, and the North Bay Police Services Board Equal Opportunity By-Law.

The recruitment of Police Constables shall be conducted in accordance with the Ontario Association of Chiefs of Police (OACP) Constable Selection System, as well as the following.

In order to be considered, applicants for the position of Police Constable shall, at minimum, comply with the requirements of the Police Services Act.

Literature provided to the Service by the OACP aimed at explaining the Constable Selection System and recruitment process to applicants shall be provided to all applicants for the position of Police Constable and may be viewed at [www.applicanttesting.com](http://www.applicanttesting.com).

Pre-interview testing for applicants required by the OACP Constable Selection System, including general aptitude and written communications tests, Physical Readiness Evaluation for Police Constable (PREP), video simulation, and vision and hearing tests, shall be administered by Applicant Testing Service (ATS). Candidates who meet all test standards will receive an OACP Certificate of Results.

Applicants for the position of Police Constable shall be required to provide a valid OACP Certificate of Results, along with a résumé, completed application form, confirmation of computer skills, valid CPR/First Aid certification and any other applicable certificates/diplomas/degrees. Applicants who do not have an OACP Certificate of Results shall be provided with information about ATS.

All application packages will be reviewed with reference to candidate qualifications and organizational needs of the Service.

Candidates who are considered for interview shall be required to complete a Pre-Background Questionnaire prior to being granted an interview.

Candidates who are granted an interview shall participate in a competency interview, as set out in the OACP Constable Selection System. This is a behavioural interview which is designed to explore the actual behaviours demonstrated by a candidate in various work, school, or community related situations. In addition, the candidates may, in the same interview or separate interview(s), be asked questions designed to assess:

- (a) developmental competencies (competencies which can be acquired through training after a candidate has been hired), as set out in the OACP Constable Selection System, and/or
- (b) special skills and abilities of a candidate as they relate to the organizational needs of the Service.

If a candidate who has been granted an interview with the Service and has already undergone a competency interview under the OACP Constable Selection System with another police service, the candidate may be required to:

- (a) participate in another competency interview under the Constable Selection System, and/or
- (b) answer additional questions or participate in a separate interview designed to assess developmental competencies, as set out in the OACP Constable Selection System, and/or
- (c) answer additional questions or participate in a separate interview designed to assess the special skills and abilities of the candidate as they relate to the organizational needs of the Service.

If a candidate is successful at the interview stage, the Service may consider their application further. If so, the candidate shall be contacted and advised that the North Bay Police Service will be proceeding further with their application, including a detailed background investigation. The candidate must sign a Waiver for the Release of Personal Information.

Upon completion of the background investigation, an in-depth objective review of all information gathered with regard to the candidate shall be conducted. The purpose of this review shall be to determine the strongest candidate for the position in light of all of the circumstances, including the organizational needs of the Service.

Those candidates selected for further consideration shall complete psychological testing (the Minnesota Multiphasic Personality Inventory - 2, known as MMPI-2).

Once results of the psychological assessment are received, a final review of the candidates file shall be conducted in order to select the most suitable candidate(s) for the position. A written offer of employment from the Chief of Police may be made conditional upon the applicant obtaining a certificate from a qualified medical practitioner certifying that the candidate is fit to perform the duties of the position.

An applicant who competes unsuccessfully in a North Bay Police Service recruitment competition may re-apply at any time after the expiration of one year from the date he/she receives written notice of the unsuccessful attempt. A maximum of two application attempts per individual shall apply. In the event that an applicant has competed unsuccessfully in two Service recruitment competitions, the Service shall not accept any further applications from the individual.

## **EMPLOYMENT**

All recruits are engaged as Cadet Recruit Trainees. They attend the Ontario Police College for a twelve-week training course and must successfully complete the training and receive a certificate. The Cadet Recruit Trainee is responsible to pay the \$7,500 tuition fee at the College. Upon satisfactory completion of the course, they are then appointed to the North Bay Police Service as a 4th Class Constable. A 12-month probationary period begins upon appointment as a Constable.

## **SALARY**

Cadet Recruit Trainee	\$39,920
4th Class Constable	\$47,904
3rd Class Constable	\$55,888
2nd Class Constable	\$63,873
1st Class Constable	\$79,841

## **UNIFORM**

Uniforms, coats, hats, boots, equipment and dry cleaning are supplied.

## **WORKING CONDITIONS**

Members work a 48 hour work week comprised of two (2) twelve hour day shifts, followed by twenty-four (24) hours off duty, followed by two (2) twelve hour night shifts, followed by ninety-six (96) hours off duty, on a continuing rotating basis. Three weeks annual leave after one year of service; four weeks annual leave after eight years; five weeks after fifteen years; six weeks after twenty-two years; seven weeks after twenty-nine years.

## **EMPLOYEE BENEFITS**

Full health benefit package including; group life insurance, supplementary medical, prescription drugs, hospital, dental plan coverage and a sick leave plan. OMERS Pension Plan with supplementary benefits.

## **NORTH BAY POLICE SERVICE**

The North Bay Police Service is a team of highly trained individuals dedicated to the preservation of law and order in the community they serve.

Traditional policing procedures are no longer sufficient to ensure the quality of lifestyle enjoyed by the citizens of North Bay. As the city grows and society continues to change, new challenges must be met.

Computer technology is being utilized by the North Bay Police Service to ensure speed and efficiency in call-response, investigational procedures and contact with the community. Educational upgrading keeps personnel abreast of the latest investigative methods and techniques.

A secure environment is the responsibility of every member of the community and the support received from the citizens of North Bay is a valuable tool for the Service. Numerous police and citizen initiated programs enable the members of this community to become actively involved in crime prevention.

Patrol Division, Criminal Investigations, Technical Services, Communications, Community Service, Court Support, and Administration are only a few areas where exciting and challenging careers are available with the **NORTH BAY POLICE SERVICE**.