

TRAINING PLAN REGULATION OF THE ÉCOLE NATIONALE DE POLICE DU QUÉBEC

Police Act (R.S.Q., c. P-13.1, s. 16)

SECTION I TRAINING

§1. *Academic year*

1. The academic year of the École nationale de police du Québec begins on August 1 of one year and ends on July 30 of the following year.

§2. *Areas of training*

2. The School offers professional training programs and activities in the three following areas of police work:

- 1° police patrolling;
- 2° police investigation;
- 3° police management.

§3. *Basic training program in police patrolling*

3. The basic training program in police patrolling is designed to help a student learn basic police patrolling skills.

The over-all objective of this training program is to prepare a student to intervene adequately and efficiently within the framework of police operations specifically related to the functions of a police officer. It especially allows students to acquire the following skills:

- 1° strategically patrol an intervention sector;
- 2° intervene during regular situations;
- 3° intervene during at-risk situations;
- 4° intervene during planned situations;
- 5° integrate into police interventions the legal, methodological, technical (shooting, driving, physical intervention), psycho-social, community and ethical aspects.

The minimum duration of this program is 434 hours.

4. To be admitted to this program an applicant must, at the time of their application for admission and until they have completed their training, meet the following conditions:

- 1° be a Canadian citizen;
- 2° have obtained a diploma of college studies in police technology issued by the Minister of Education or an attestation of college studies in police technology issued by a college institution and, in the case, have previously obtained from a police force a promise of employment in the functions of a police officer;
- 3° hold a driver's licence allowing him or her to drive an emergency vehicle;
- 4° not have been found guilty, in any place, of an act or omission defined in the Criminal Code (Revised Statutes of Canada (1985), chapter C-46), as an offence or of an offence referred to in section 183 of that Code under one of the acts listed therein;
- 5° have passed a medical examination within 9 months preceding the start of his training at the School.

The purpose of this medical examination is to ensure that the applicant has the necessary physical and mental abilities to attend the basic training program in police patrolling.

The medical examination is performed by a physician appointed by the School and includes, among other things, a medical questionnaire described in Schedule “A” of this regulation, the taking of vital signs, an eyesight test, a puretone audiogram, a blood sample providing a complete blood count (CBC) and the biochemical profile of the applicant, a urianalysis as well as a complete physical examination with respect to the following physiological systems and medical conditions:

- musculoskeletal system;
- eyes and visual acuity;
- ears, nose and throat;
- auditory acuity;
- cardiovascular system;
- pulmonary system;
- neurological system;
- endocrine system;
- gastrointestinal system;
- genitointestinal system;
- dermatological system;
- haematological system;
- infectious diseases;
- oncology.

The applicant must provide the physician with the necessary information and submit to any additional examination or analysis the latter deems appropriate.

If the applicant fails the medical examination, the physician must specify in the form described in Schedule “B” of this regulation if the disability is temporary or permanent.

6° in the case of an applicant holding a diploma of college studies in police technology, have passed one of the following language tests, examinations or courses:

- the uniform examination in French, language of instruction and literature, as prescribed by the Minister of Education pursuant to section 26 of the College Education Regulations, approved by Order in Council n° 1006-93 dated July 14, 1993;
- the French examination required by an educational institution at the university level, in accordance with An Act respecting educational institutions at the university level (R.S.Q., c. E-14.1);
- the French language academic upgrading course taken in an educational institution at the university level;
- the « SEL » test administered by Télé-Université within the Université du Québec network;
- the “Ministerial Examination of College English, Language of Instruction and Literature” test for an applicant from the John Abbott College.

7° pay the fees chargeable pursuant to section 42 of the Act.

8° have passed the physical achievement tests described in Schedule “C” of this regulation within 3 months preceding the start of his training at the School;

9° have passed, within 2 years preceding the start of his training at the School, the “emergency care” course offered by a college institution or the “cardiopulmonary resuscitation” course, or any equivalent training offered of the following organizations :

- St. John Ambulance;
- Canadian Red Cross;
- Quebec Heart Foundation;

- Lifesaving Society.

10° provide his fingerprints to an authorized representative of the School;

11° be of good moral standing.

5. All applications for admission must be submitted in writing to the registrar using the form provided for that purpose and accompanied by the following documents:

1° the applicant's birth certificate or citizenship certificate;

2° a certified copy of the college report card mentioning the diploma (DEC) or (AEC) issued by an authorized officer of a college institution;

3° a copy of the driver's license;

4° a document attesting that the applicant has passed one of the tests provided for in section 4, subsection 9;

5° a document attesting that applicants from the John Abbott College have passed the "Ministerial Examination of College English, Language of Instruction and Literature" course;

6° candidates holding an attestation of collegial studies must provide a document attesting that they have obtained from a police force a promise of employment in the functions of a police officer.

6. Repealed.

7. Repealed.

§4. *Basic training program in police investigation*

8. The basic training program in police investigation allows students to acquire basic police investigation skills.

The over-all objective of this program is to prepare a student to intervene adequately and efficiently within the framework of police operations specifically related to police investigations. It especially allows students to acquire the following skills:

1° perform police investigations;

2° carry out legal procedures related to police investigation activities, in accordance with due rights;

3° show behaviours and attitudes consistent with general ethics and police ethics;

4° establish connections between criminal analysis and police investigation;

5° communicate in the context of a police investigation;

6° handle information relative to the police investigation;

7° manage their work in the context of a police investigation.

The minimum duration of this program is 285 hours.

9. To be admitted to this program an applicant must hold a basic training diploma in police patrolling issued by the School, or they must have obtained the attestation of equivalence issued under Section III.

§5. *Basic training program in police management*

10. The basic training program in police management allows a student to acquire basic skills in police management.

The over-all objective of this program is to prepare students to intervene adequately and efficiently in the context of police operations specifically related to police management. It especially allows students to acquire the following skills:

- 1° structure the activities of the team;
- 2° establish connections between laws and regulations and police practice;
- 3° mobilize the members of the team;
- 4° control major operations;
- 5° conduct a performance appraisal of police officers;
- 6° supervise the activities of the team;
- 7° become integrated into the function of supervisor or person in charge of an investigation office;
- 8° assess the ethical problems of present-day police;
- 9° develop strategic directions and action plans;
- 10° manage human resources;
- 11° manage budgetary and material resources;
- 12° pilot the transformation of a police organization;
- 13° mobilize the actors on the political, administrative and operational levels;
- 14° lead operational activities during large-scale crises and events;
- 15° ensure the progress of regular operational activities.

The minimum duration of this program is 900 hours.

11. To be admitted an applicant must hold a basic training diploma in police patrolling issued by the School or have obtained the attestation of equivalence issued pursuant to Section III.

§6. *Advanced training*

12. Repealed.

§7. *In-service training*

13. Repealed.

**SECTION II
EVALUATION AND DIPLOMA**

14. The School evaluates the skills related to a program or professional training activity in which the student is registered.

The evaluation is done by means of theory exams, field work, situation scenarios, simulations or demonstrations.

15. The School issues to each student registered in a program or professional training activity a transcript of the student's grades stating his evaluation results.

The evaluation results are established as follows:

A+	=	90 to 100%
A	=	87 to 89%
A-	=	84 to 86%
B+	=	81 to 83%
B	=	78 to 80%
B-	=	75 to 77%
C+	=	72 to 74%

C	=	69 to 71%
C-	=	66 to 68%
D+	=	63 to 65%
D	=	60 to 62%
E	=	59% or less

The minimum pass mark is “D”.

16. The School issues a diploma to a student who has obtained at least a « D » in each of the skills included in a program and who has paid the tuition fees chargeable under section 42 of the Act. The name of the student and the title of the program are mentioned on the diploma.

SECTION III RECOGNITION OF EQUIVALENCE

17. An equivalence for a program or professional training activity the School may be granted to an applicant when this applicant can show that his educational training, informal training or work experience enabled him to acquire the skills required for the program referred to in this regulation or for the professional training activity concerned.

The School determines if the applicant has the necessary skills for this program or for the professional training activity for which an equivalence is requested.

The evaluation is done by means of theory exams, field work, situation scenarios, simulations or demonstrations.

The School shall only consider diplomas issued by one of the following educational institutions for the purpose of an application for equivalence to the basic training program in police patrolling :

- Atlantic Police Academy;
- Royal Canadian Mounted Police Academy;
- Justice Institute of British Columbia;
- Ontario Police College.

18. Any application for equivalence must be submitted in writing to the registrar on the form provided for that purpose and the applicant must pay the chargeable fees pursuant to section 42 of the Act. The following documents must be included with the application:

1° an original letter from a police force referred to in section 43 of the Act attesting its interest in engaging the services of this applicant when the latter wishes to obtain an equivalence for the basic training program in police patrolling;

2° a certified copy of the applicant’s report card or student’s grades including a description of the courses taken;

3° a copy of the diploma for which an equivalence is requested.

19. The registrar must, within 30 days of the evaluation, notify the applicant in writing of the School’s decision to grant the requested equivalence or not.

20. When an equivalence is granted, it is mentioned on the transcript of the student’s grades and an attestation of equivalence is issued to the applicant by the School.

SECTION IV APPROVAL OF ACTIVITIES

21. The School may, at the request of a police force, approve a professional training activity that has been developed outside the School when this activity is liable to be integrated into its programs or professional training activities offered in advanced training.

22. Any application for approval of activities must be submitted in writing to the registrar on the form provided for that purpose. This application must be accompanied by the course training plan, which must

state the over-all and specific objectives, the course content, the context of the training and the evaluation process and procedure for this course.

23. Within 30 days of the application, notify the police force in writing of the School's decision to grant the requested confirmation.

24. The police force registers the student at the School for each professional training activity and pays the School the approval of activities fees chargeable pursuant to section 42 of the Act.

SCHEDULE "A"

MEDICAL QUESTIONNAIRE

Last Name _____	First Name _____
File Number _____	
Address _____	
Postal Code _____	Telephone _____

I) PERSONAL MEDICAL HISTORY

Have you ever suffered or do you currently suffer from the following problems or symptoms?
(If yes, fill out the appropriate boxes)

	Previously	Currently	Comments
Head, Nose, Mouth and Throat			
Frequent nose bleed			
Frequent nasal congestion			
Hoarseness without a cold			
Difficulty swallowing			
Loss of taste or smell			
Ears and Auditory Acuity			
Hearing loss			
Use of hearing aids			
Vertigo – dizziness			
Ringling in the ears			
Eyes and Vision			
Glaucoma			
Cataract			
Eye injury			
Eye irritation (itching)			
Eye surgery			
Wearing corrective glasses			
Wearing contact lenses			
Gastrointestinal System			
Persistent abdominal pain			
Vomiting blood			
Ulcer			
Hepatitis			
Jaundice			
Black stools - blood in stools			
Persistent constipation			
Persistent diarrhea			
Hemorrhoids			
Urinary System			
Kidney stones			
Kidney disease			
Blood in urine			
Frequent urination			
Cardiovascular System			
Chest pain or tightening			
Palpitations or irregular heartbeats			
High blood pressure			
Swollen legs (oedema)			
Heart murmur			
Vascular disease			
Heart disease (angina and/or heart attack)			
Pulmonary System			
Shortness of breath			
Persistent night sweats			
Morning cough with sputum			
Cough with blood			
Pneumonia			
Asthma			
Tuberculosis			
Emphysema			
Musculo-skeletal system			
Arthritis - Arthrosis			
Muscular or articular pain			
Bursitis or tendinitis			
Neck pain or cervical pain			
Pain or shoulder problems			
Pain or back problems			

	Previously	Currently	Comments
Pain in wrists – hands – elbows			
Pain or knee problems			
Pain in feet or ankles			
Psychological - Mood Disorder			
Drug or alcohol problem			
Suicide attempt			
Depression			
Anxiety			
Attention disorder			
Panic attack			
Claustrophobia			
Fear of heights			
Endocrine system - Metabolism			
Diabetes			
Hypoglycemia			
Thyroid disease			
Neurological System			
Headaches			
Convulsion, epilepsy			
Loss of consciousness - fainting			
Numbness - weakness in the limbs			
Tremor (shaking)			
Skin			
Eczema			
Skin rash			
Hives			
Infectious Diseases			
Aids or HIV positive			
Rheumatic fever			
Circulatory - Lymphatic System			
Anemia			
Hemorrhagic disease			
Blood transfusions			
Oncology (Cancer)			
Cancer (specify type)			
Surgery			
Radiotherapy			
Chemotherapy			
Male Reproductive System			
Testicular lump			
Female Reproductive System			
Breast or armpit lump			
Severe menstrual pain			
Date of last period:			
Other Conditions Specify :			

II) HOSPITALIZATIONS

Have you ever been hospitalized? (If yes, fill out the appropriate boxes)

	1st time	2nd time	3rd time
Reason (diagnosis)			
Date (month/year)			
Name of the hospital			

III) COMPENSATION

Did you ever apply for or receive benefits or compensation payments as a result of an injury, an illness, a disability or motor vehicle accident? (If yes, fill out the appropriate boxes)

Date (Month/Year)	Type of injury (Diagnosis)	Nature of treatment	Type of impairment
Comments:			

IV) ALLERGIES

Do you suffer from allergies? No Yes

Specify : _____

V) MEDICATION

Are you take any medication? No Yes

Specify : _____

VI) FAMILY MEDICAL HISTORY

Diseases	Father	Mother	Brothers/Sisters
Heart disease			
Hypertension			
Pulmonary disease			
Asthma			
Diabetes			
Migraine			
Rheumatism – arthritis			
Depression – anxiety – suicide			
Alcoholism			
Cancer			
Other diseases (specify)			

VII) PERSONAL LIFESTYLE

1) Smoker : No Yes Number of cigarettes/day : _____

Former smoker : No Yes If yes, number of years : _____

2) Alcohol : No Yes Quantity :
 More than 2 glasses a day
 1-2 glasses a day
 Occasionally

3) Tea-coffee : No Yes Number of cups/day : _____

4) Drugs : No Yes Specify : _____

5) What is your general stress level?
 None Low Average High Excessive

6) Do you exercise? No Yes Frequency Less than 1 hour a week
 1 hour to 5 hours a week
 More than 5 hours a week

What type(s) of physical activities do you practice? _____

I attest that the above information is true to the best of my knowledge. I am aware that any false statement concerning the information provided in the questionnaire could cancel request for my admission to the École nationale de police du Québec.

 Signature of the applicant

 Date

SCHEDULE "B"

MEDICAL EXAMINATION REPORT

Last name _____	First name _____
File Number _____	
Address _____	
Postal Code _____	Telephone _____

The above-mentioned applicant submitted to a medical examination on ____/____/____.

It is my opinion that the applicant :

- Passed the medical examination prescribed in section 4, subsection 5 of the Règlement sur le régime des études de l'École nationale de police du Québec.
- Did not pass the medical examination prescribed in section 4, subsection 5 of the Règlement sur le régime des études de l'École nationale de police du Québec in reason of a :
 - Permanent disability
 - Temporary disability

I cannot reach a decision because I am waiting for :

- Additional information
- The medical problem to be remedied
- Specialize advice
- Additional medical testing
- Other (specify) : _____

Additional comments :

Signature of assessing physician

Date

SCHEDULE "C"

**REPORT OF
PHYSICAL ACHIEVEMENT TEST (PAT-ENPQ)**

Last Name _____	First Name _____
File Number _____	Sex M <input type="checkbox"/> F <input type="checkbox"/> Date of Assessment _____
CEGEP _____	Weight _____ kg Height _____ Age _____
Accredited Centre _____	
Address _____	
Postal Code _____	Telephone _____

Aerobic Endurance Test – 20-Metre Scheduled Run		
<small>(Minimum to be achieved : 6.5 levels)</small>		
_____ levels	P <input type="checkbox"/>	F <input type="checkbox"/>

Timing Circuit		
<small>(Maximum duration of 392 seconds)</small>		
_____ seconds	P <input type="checkbox"/>	F <input type="checkbox"/>

Autonomous Station		
<small>(Maximum duration of 240 seconds)</small>		
Strength apparatus	P <input type="checkbox"/>	F <input type="checkbox"/>
Dummy carrying	P <input type="checkbox"/>	F <input type="checkbox"/>
CPR	P <input type="checkbox"/>	F <input type="checkbox"/>
_____ seconds	P <input type="checkbox"/>	F <input type="checkbox"/>

Note : P = Pass F = Fail

- The applicant passed the above-mentioned physical achievement test (PAT – ENPQ).
- The applicant failed to pass part of the above-mentioned physical achievement test (PAT – ENPQ).

Signature of assessor

Date