



RESIDENT HANDBOOK

April 8, 2016

RESIDENT HANDBOOK

Rules of Conduct, Expectations and Services

MISSION STATEMENT

We advance the safety of Ontario's diverse communities by setting evidence based standards for police training, education and assessment of learning.

VISION STATEMENT

The police training provider of choice.

CORE VALUES – CODE OF HONOUR

Integrity Knowledge Courage

WELCOME

On behalf of the Ministry of Community Safety and Correctional Services, I welcome you to the Ontario Police College (OPC). I trust you will take full advantage of the wide array of educational, physical training, and recreational facilities at your disposal.

You can rest assured that the staff of the Ontario Police College is committed to providing an environment conducive to personal and professional growth. In return, we expect our students/clients will conduct themselves in a mature, professional manner while residing at the College.

To maintain the international reputation of the Ontario Police College as a centre of excellence, I have approved certain regulations. Since we specifically intend for these rules to help our diverse student population meet their developmental responsibilities, failure to abide by them could result in administrative action, including removal from the course and OPC. The rules and regulations, along with other information, are set forth in this *Resident Handbook*. The *Resident Handbook* is applicable to all residents of OPC, including students, visitors and staff. You are responsible for familiarizing yourself with the content of this handbook.

I wish you every success while a guest at the Ontario Police College, and continued success in your professional endeavours.

Sincerely,

The Director

Ontario Police College

Please read this booklet carefully as it contains information that will answer questions and minimize challenges that can arise when large numbers of persons share common facilities. Should you encounter any difficulties, please contact any instructor to initiate a quick and efficient resolution.

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1. GENERAL

While extensive effort has been devoted to developing this handbook to make it as complete as possible, every conceivable problem cannot be anticipated; therefore, we rely on you to use reasonable judgment and individual discretion in the absence of specific direction.



1.1 DEFINITION – RESIDENT

A resident is anyone (student, visitor or staff) who makes use of the Ontario Police College facilities.



1.2 AFTER HOURS ASSISTANCE

Residents experiencing problems of any kind, including the need for extra bedding, between 1630 and 0800 hours are encouraged to contact the security staff at the main reception desk by coming to, or telephoning Reception – (dial “0”).



1.3 CLEANING ROOMS

All residents shall:

- Ensure their rooms are neat and clean. Random room inspections will be carried out for students enrolled in the BCT program.
- Put the waste basket outside the door if it requires emptying, and replace it after cleaning staff have emptied it.
- Store all clothing and equipment neatly in the areas provided, and keep drawers closed.
- Put all luggage, boxes, bags and other bulky items in the storage room in your pod.
- Do not store bathroom articles (soap, shampoo, hair dryers, etc.) in shared bathroom space.

Cleaning staff vacuum the common area and clean the bathrooms daily. In the event of excessive untidiness, student participation may be required to clean the common area. Personal rooms are occasionally vacuumed by cleaning staff. Students are encouraged to clean their own rooms; vacuums are located in each residence near the elevators.



1.4 CLOCK RADIOS

Each room is equipped with a clock radio. Residents must ensure that the alarm clock radio provided in their personal room is accounted for and in working order when first occupying the room.

Malfunctioning radios may be exchanged at the reception desk during working hours or at the

security desk after hours. Missing radios must be reported to the reception desk. Alarms must be shut off prior to leaving on Fridays and upon course completion.



1.5 ENVIRONMENTAL CONTROLS

Windows, patio doors and balconies without screens should be kept closed at all times to reduce the chance of local wildlife entering the college.



1.6 PARKING

Upon registering your vehicle at the beginning of the course, you will be given a parking permit with your room number on it. Please display this permit inside the front left corner of your windshield. Staff will then direct you to the proper parking area for your residence. Vehicles are to be reversed into their parking space.

Vehicles parked in posted fire routes, reserved instructor or staff parking spots **WILL BE TOWED** at your risk and expense.

Do not park on the grass. Improperly parked cars will be ticketed.

“Visitor” and “day use” parking spots are not to be used by students taking classes at the Ontario Police College.



1.7 RECYCLING

The Ontario Police College participates in the Ontario government’s recycling program, which is to “reduce, reuse and recycle”.

Appropriately labeled receptacles are placed throughout the college for disposal of newspapers, glass, plastics, fine paper and regular garbage. Please cooperate by placing your waste in the appropriate containers.



1.8 ROOM KEYCARDS

Resident key cards will unlock individual rooms and all entrance doors to the residences. Ensure the handle is turned down on the inside of the door as you enter, as this will unlock the mechanism allowing entry. **Do not hang items on the inside of the handle.**

To lock the door as you leave, swipe the key card. If you lock your card in your room, please see staff at the front desk.

Keycards must be turned in at the end of the course.

Residents should ensure their rooms are secured when leaving the pod.



1.9 VISITORS

Residents may receive visitors during non- working hours. Visitors must report to the main reception desk, sign the sign-in-register and wear a visitor's identification tag.

Students and other residents who have visitors in the building are to ensure the visitors are aware of, and abide by, the rules of the Ontario Police College.

You will be held responsible for the conduct of your guests. All visitors must leave the premises by 2300 hours.



1.10 SECURITY STAFF

Security staffs are on duty every day. They are responsible for the maintenance of order and security of college property. The Security staff act on the authority of the Director and their instructions are to be followed. They are instructed to report any incidents to College Management for appropriate follow up action.

Any disrespectful behaviour towards Security Staff while they are carrying out their lawful duties will be reported, investigated and sanctions imposed. Such sanctions may involve an interview with your course coordinator, reports forwarded to your Professional Standards Branch, or in severe cases a complaint filed with the Office of the Independent Police Review Director (OIPRD).



1.11 FIREARMS AND AMMUNITION

No firearms or ammunition are to be brought onto college premises by any person, unless it is a requirement of the course. Firearms and ammunition will be secured in the safe storage area in the front lobby. This area is accessible by contacting the protocol officer, receptionist or security staff.

Special arrangements for storage may be made with course coordinators of Drug Investigation and Range Courses.

Seconded Officer's firearms are to be stored as per instructions given upon arrival at the College.

1.12 IDENTIFICATION TAGS

All students must wear their Identification Cards properly affixed above the belt at all times while on OPC property; this includes during off duty hours.

When in uniform, the Identification card will be worn on the right chest area. No person will receive any services provided by the College unless wearing their Identification Card. College staff and Security will question anyone not displaying an Identification Card.

Identification Cards must be turned in upon course completion.



1.13 WIRELESS INTERNET ACCESS

Wi-Fi is available in all common areas of the College, which includes pod common areas but not pod rooms.

To log on:

- Wi-Fi identifier: OPC-WIRELESS
- Wi-Fi Password: ONTARIOPOLICECOLLEGE (all upper case – all one word)
- You will have to accept Policy Now to connect.



1.14 VIDEO RECORDING

No video cameras are allowed on the premises, other than March Past day. Video cameras include video capable cameras and cell phones when used in this manner.

2. GENERAL CONDUCT



2.1 RESIDENT EXPECTATIONS

As a resident at the Ontario Police College, you will:

- Create and maintain an environment free of discrimination and harassment.
- Ensure that personal and professional conduct contributes to the learning environment.
- Exercise courtesy and consideration in dealing with others.
- Respect and accommodate, wherever possible, the cultural and religious beliefs of others.
- Observe all rules, regulations and policies.
- Attend all classes wearing appropriate issued uniform or professional business attire.

2.2 DISCIPLINE

The Ontario Police College is a training facility where people pursue serious study and career development. The structure of our facility prevents the freedom that might be experienced in a public access hotel environment.

No resident will be disrespectful to or harass anyone at the college, including members of staff and security personnel engaged in enforcing rules and procedures.

Discipline at the Ontario Police College includes the responsibility to encourage compliance with the rules by other residents. Violations should be reported to your course coordinator, protocol officer or security staff, to be dealt with promptly.

2.3 PROTOCOL OFFICER

The Protocol Officer is responsible for the maintenance of discipline, enforcement of residential rules and overseeing security at the Ontario Police College. The Protocol Officer reports directly to the Deputy Director of Training and is acting on behalf of college management when fulfilling this very vital role.

Any concerns over violation of rules of conduct or breach of discipline should be directed to the Protocol Officer. Residents of all ranks are expected to give the Protocol Officer their full cooperation and assistance to ensure compliance with all college rules.

The Protocol Officer can be reached at extension 4402 between 7:00 a.m. and 3:00 p.m., Monday to Friday. After hour concerns should be directed to Security at extension 4260.

2.4 CODE OF CONDUCT

It is the responsibility of all to familiarize themselves with the Code of Conduct, as established by the Ontario Police College, which is as follows:

Attendance at the Ontario Police College for training and all related activities during training are considered to be part of the individual's workplace.

The training builds knowledge, skills and attitudes appropriate to professional policing.

You will be assessed on all content; written, taught or demonstrated during the training.

*You will act with **Integrity** and abide by the Police Service Act, all rules and policies of the Ontario Police College including those in the Resident Handbook and if on the BCT Program the Student Information Book.*

You will be accountable for your actions at all times while at the Ontario Police College. You will be accountable for all supplies and equipment provided to you.

*You will build your **Knowledge** and skills by completing all assignments to the best of your ability.*

*You will act with **Courage** and respond to any act by any person which lacks integrity or contravenes the Police Services Act or any rules and policies of the Ontario Police College.*

As a resident, you must be constantly aware that your behaviour at the Ontario Police College and in the community reflects not only on yourself, but also on the Ontario Government, the Ontario Police College and your employer. Role modeling of professional conduct is particularly important in the residences where the rights of others to an environment conducive to study and rest are paramount.

Please complete the Standing Agreement Form provided in your package and turn it in to your Course Coordinator.



2.5 EXPECTATIONS FOR RESIDENTS ON COLLEGE PREMISES

While in residence, everyone:

- Shall observe quiet time after 2300 hours.
- Shall obey directions given by staff members and security officers.
- May visit other residential areas; however, visits must end by 2300 hours.
- **Basic Constable Training students are not permitted to visit senior students' or instructor's residences.**
- **Senior students are not permitted to visit basic constable students' residences.**



2.6 RESTRICTED ENTRY AREAS

The following areas are considered restricted:

- The roof top area.
- Personal rooms while being serviced by college cleaning staff.

No one should be in these areas except to access their personal rooms, to use the washroom, or to use the telephone. Anyone wishing to have a discussion with colleagues after 2300 hours may use the lounge areas.



2.7 RESIDING ON COLLEGE PREMISES

All students are expected to reside on the college premises while on course, unless the course coordinator grants an exception.



2.8 RESIDENTIAL ROOMS & RESPONSIBILITIES OF POD RESIDENTS

Persons are responsible for their own room and shall inspect it upon arrival at OPC.

Any damage found shall be reported on the form provided at the security desk. Residents are responsible for any damage in their rooms, washroom, or common pod area and contents.

The cost of the required repairs that have not been reported maybe charged to the occupants of these quarters whether or not they are present at the time the damages are caused.

To prevent an overload of the electrical system, electrical appliances, such as toasters, kettles, humidifiers, refrigerators, freezers, and fans are prohibited.

Do not take any furnishings from your room, common areas, lounges, laundry rooms or other

areas of the College. All furniture in the residences is assigned to a specific room and may not be moved from one room to another.

The following are permitted:

- Computer equipment. (Note: Modems will not function on pod telephones.)
- Televisions and radios. (Note: External antennas and cables are not available.)

Bedding exchange occurs every Friday for residents who will be returning to OPC the following Monday.

This includes racks, chairs and other common area furniture or fixtures. You and/or your service will be billed for the labour cost of relocating any common area furniture found in your room or residence POD.

Please note that towels are not provided in the pod-style residences. Guests must bring their own.

Check out time is 1000 hours in all residences on the last day of the course.



2.9 LIQUOR POLICY

Alcohol may only be consumed in the College's licensed lounges:

- Lounge "A": Basic Constable Classes while in attendance.
- Lounge "B" Senior & special courses.

There is to be no alcohol consumed in the residences.

Students found violating this policy will be reported and their respective services notified.

2.10 BEHAVIOUR MANAGEMENT (ALCOHOL)

Violations of Ontario's Liquor Licence Act and the Trespass to Property Act and/or inappropriate behaviour resulting from alcohol use can trigger contact with your Course Co-ordinator and/or your Service's Professional Standards Bureau (PSB).

3. POLICIES



3.1 PETS

No pets are allowed in OPC residences or within OPC's facilities. This includes dogs, cats, and small animals such as fish and birds.



3.2 SMOKING

Smoking of any tobacco product is prohibited anywhere in the buildings of the Ontario Police College and the area outside the front entrance of the college, except:

- Designated smoking areas that shall be 5 meters from college buildings.

Patio area of the Getaway Café.



3.3 SCENTED PRODUCTS

Some staff and students attending the Ontario Police College have reported sensitivities to various chemical-based or scented products, i.e. perfume, cologne, deodorants, etc. Although the OPC has not mandated a scent-free environment, we ask everyone's cooperation in our effort to accommodate these health concerns by limiting the use of such products, or where possible, using scent-free products.



3.4 DISCRIMINATION AND HARASSMENT

The Ontario Police College, as a part of the Ontario Government and the Ministry of Community Safety and Correctional Services, is committed to providing a **workplace** and **learning environment** that is **free** from **discrimination** and **harassment**.

The Provincial government's policy entitled, "Workplace Discrimination and Harassment Prevention" (WDHP) is displayed prominently in each residence wing of the college.

In addition to the WDHP policy, the college has its own anti-racism policy which mirrors the values articulated by the WDHP policy. Together, they describe the type of environment that the Ontario Police College seeks to promote.

Anyone who is aware of any discriminatory behaviour can support our efforts by taking a stand and making it known that the behaviour in question is unacceptable and offensive.

The Ontario Police College expects all persons attending this facility to act (at all times) in a respectful, considerate and professional manner, consistent with the WDHP policy. Behaviours that contradict these expectations will not be tolerated.

Violations of the policy will be addressed by various means. The police college staff are Ontario Public Service employees and are therefore sanctioned directly by the policy. Seconded instructors, students and all other persons attending this facility are subject to college rules and regulations, their employer's policy and the Ontario Human Rights Code.

WDHP Advisors are available to provide confidential advice to students and other residents whom you can speak with the assurance that nothing will be said or done without your expressed permission.

Anyone who feels harassed or discriminated against is encouraged to speak to a WDHP Advisor.

Contact the Reception desk for contact information for WDHP advisors.



3.5 ANTI-RACISM POLICY

The Ontario Police College also has an Anti- racism Policy. The college is committed to the principle that all persons have the right to work study and live, in an environment free of racism. Accordingly, this college supports the elimination of racism in all its forms.

The following is a **partial** list of examples of the manifestations of racism which will not be tolerated at the Ontario Police College:

- Stereotyping, derogatory labeling, racial/ethnic jokes, racial/ethnic name- calling, racial/ethnic slurs (insults), shunning or exclusion.
- Defacing pictures/posters to reflect negatively on racial groups, racial/ethnic graffiti or verbal abuse based on race.
- Mimicking racial/ethnic groups by distorting language, or making statements about racial/ethnic person(s) which imply inferiority or condescension.
- Distributing or displaying material which degrades or insults racial groups, or ascribing blame to racial groups for social ills/problems.
- Generalizing about a racial group based on limited experience with members of that group.

Copies of the policy are posted in each classroom and are also available in the college library.



3.6 PROCEDURE FOR DEALING WITH RACIAL INCIDENTS

If another student, an instructor, a staff member or any person at the Ontario Police College displays discriminatory behaviour (as outlined in the Anti-racism Policy posted in your classroom), you are advised to consider the following:

- Tell a friend or confidant about the incident
- Approach your course coordinator or any member of College management who will be able to direct you to the appropriate resources and contacts.

Redress:

The Ontario Police College Anti-racism Policy provides informal and formal mechanisms for resolving complaints.

3.7 EQUITY AND INCLUSION UNIT

There is an on-site Equity and Inclusion Unit (RRAE). Staff is available to provide confidential advice to students and other residents.

Anyone who witnesses discrimination is encouraged to speak to a WDHP advisor or any staff member.



3.8 POSITIVE SPACE CHAMPIONS

There are a number of positive space champions at OPC. For information on who to contact, please speak with your Course Coordinator or any OPC staff member.

A list of positive space champions is available at the front reception desk.

4. EMERGENCY PROCEDURES



4.1 FIRE REGULATIONS

Please note that, in regard to fire safety, the Ontario Police College is governed by the laws and regulations of the provincial government enforced by the Office of the Fire Marshal. Any action taken by you that is contrary to these laws and regulations will result in criminal charges.

You must not tamper with fire equipment, such as smoke detectors, heat detectors, fire hoses, fire extinguishers, exit signs or emergency exits, as they exist for the safety of us all and are used only in an emergency.

Smoking is not permitted in the residences for health reasons and due to the sensitive nature of the fire equipment.



4.2 SMOKE DETECTORS

A smoke detector is mounted in your room. Tampering with or misusing your smoke detector (e.g. putting tape over the red light) will result in disciplinary action.

Please take the following precautions to ensure the proper operation of your smoke detector:

- Do not cover or obstruct your smoke detector in any way;
- Do not hang objects from it;
- Report any power outages that occur;
- Report to Security or Front Desk Staff if a smoke detector activates and there is no fire or smoke;

Do not steam clothes under the smoke detector as it will activate.



4.3 FIRE ALARMS

The floors of all buildings in the College are equipped with manual fire alarm systems. All systems consist of pull stations, as well as automatic fire alarms, consisting of heat and smoke detectors. For your safety never tamper with these systems.

An **intermittent alarm** means that an alarm has been activated in some other area of the building. It will be followed by an automated message stating “Your attention please – The Fire

Alarm System has been activated and we are investigating, please stand by for further instructions.” You are to remain alert prepare to evacuate but refrain from evacuation.

Three short intermittent alarms followed by an automated message stating, “Attention – Attention – The fire alarm system has been activated, evacuate the building through the nearest exit. Do not use the elevators.” Everyone will evacuate the building by the nearest exit and gather at the nearest rally point.

Actions on discovering a fire or hearing a fire alarm are posted all over the College, in each POD, classroom and most areas of the College. A copy of the FIRE EMERGENCY INSTRUCTIONS are located at the back of this Handbook.



4.4 FIRE EXTINGUISHERS

Fire extinguishers are located on each floor of every residence. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher including touching the tamper seals or fire safety equipment (e.g. fire hose) can create a dangerous situation and could result in damage to property.

Residents damaging property will be billed and may receive severe disciplinary sanctions including notification of your service’s PSB.



4.5 FIRE DOORS

For your safety, and according to building fire codes, all residences have fire doors located at the top of the stairs in your POD. These doors must be kept closed at all times. If you tamper with these door closure mechanisms, prop them open or otherwise alter their original function you will face sanctions.



4.6 FIRE PREVENTION

It is your duty to report any un-safe situations, such as a blocked fire exit, to the proper staff member. In addition, please note the following:

- Smoking in all residences is prohibited;
- Cooking is not allowed in bedrooms or POD common areas;
- Eliminate frayed extension cords, “octopus” plugs, and other hazardous conditions. We recommend CSA approved power bars with surge protectors and built in circuit breakers;
- Do not overload wiring by using high voltage items, turning on too many electrical devices at one time or using multiple outlet plugs or extension cords;
- Familiarize yourself with your residence’s exit locations; what to do in the event of a fire emergency and evacuation procedures;
- If you have any questions concerning fire safety in your residence, please do not hesitate to ask a College staff member or Security;
- If you remain in the building, you endanger not only your life, but also the lives of

firefighters and fellow residents who may have to rescue you. As such, everyone is expected to cooperate by evacuating the building immediately upon hearing the alarm or face disciplinary sanctions.



4.7 INSTRUCTOR ACTION IN THE EVENT OF A FIRE

Each instructor will indicate to their students, the nearest exit from the classroom or work area on the first day of a course.

If a fire occurs during the time when classes are in session, the instructor will:

- Take charge of the evacuation;
- Students and staff who are in a fire zone, will evacuate by the nearest exit;
- Close all doors but do not lock them;
- Gather at the nearest Rally Point;
- The Instructor will take attendance to ensure all members of their class are accounted for;
- Report attendance to nearest Fire Warden;
- Remain outside the building until the area is declared safe and they are allowed to return inside or await further instructions.



4.8 EMERGENCY TELEPHONE PROCEDURE

In the event of a medical emergency, please dial “8-911” on any in house phone or “911” on your personal phone. Next, notify the front reception desk, so that staff can direct EMS to your location. The desk may be reached using any in- house phone and by dialing “0”.



4.9 AUTOMATIC ELECTRICAL DEFIBRILATORS (AED)

AED's are located around the College for emergency use for persons suffering from heart attacks.

Inside AED containers are instructions on how to employ the defibrillators and the necessary equipment required.

AED's are located in the following areas:

- Health centre – back door on the wall;
- Forensic Identification classroom – on the wall across from the classroom;
- 2nd floor across from Major Case Management by the license plate display case;
- Entrance to the gymnasium, basement level;
- Pool area;
- Behind the Drill Hall in the hallway by the water fountain;
- Outside the Defensive tactics classroom by the Indoor Range;

- Outdoor Range;
- Police Vehicle Operations office building;
- Dynamic Simulation Area – inside East Side Mario's restaurant on wall by door.

4. 10 EMERGENCY LOCKDOWN PROCEDURES

In the event of an active shooter or armed intruder, the college has an emergency lockdown procedure. Please familiarize yourself with the procedure located at the back of this handbook or posted throughout the College. A lockdown when initiated will be announced by the following automated message, **"LOCKDOWN – LOCKDOWN – LOCKDOWN – The College is in Lockdown – Follow Emergency Lockdown Procedures."**

4. 11 OTHER EMERGENCY PROCEDURES

In the event of an emergency that requires you to evacuate the building other than a fire or lockdown, you will hear the following automated message "This is an Emergency, please exit the building immediately. Move to your nearest rally point."

In the event of Severe Weather, you will hear the following automated message "Your Attention Please – Severe Weather Warning – Please Remain Inside the Building – Wait for further instructions." Further instructions will advise you of the action to take to best protect yourself from the severe weather. Two such examples are Tornados and Earthquakes. For both tornados and earthquakes remember D.U.C.K, go Down to the lowest level, get Under something but stay away from windows and outside walls, Cover your head and Keep in shelter until you get the "all clear".

5. COURSE EXPECTATIONS

5.1 ATTENDANCE PROCEDURES

Students must attend all classes unless permission to be absent is granted from an authorized member of their police service and confirmed with the course coordinator. Attendance records are submitted to each student's employer explaining the reasons for any classes not attended.

When students are required to be absent from the college, they must complete the necessary forms which can be obtained from the security desk. The students must complete the form indicating the contact person giving permission, and submit the completed form to their class leader.

It is the responsibility of any student, who will not be attending a class, to notify the class leader of the reason for the absence.



5.2 CLASSES & DAILY SCHEDULE

With the exception of Saturdays, Sundays and holidays, all regular classes will commence at 0830 hours, and conclude at 1630 hours. Some classes may start earlier than 0830 hours and end earlier or later than 1630 hours. At the discretion of the course coordinators, evening or weekend training sessions may be scheduled.



5.3 CLASSROOMS

It must be emphasized that food is **not** generally permitted in the classrooms or the auditorium. Exceptions may be made by College management. Only bottled water and coffee in containers with a lid are allowed in the classrooms. If dietary needs require an exception, please notify your course coordinator.

During breaks, residents are asked to keep noise at a low level as other classes may be in progress.

When leaving at the end of the training session, ensure all garbage is removed from the desks and classroom.



5.4 NIGHT TRAINING EXERCISES

Many students will be involved in night training exercises that will finish past the 2300-hour noise curfew. When returning to residence, please remember that the noise curfew is in effect.



5.5 SUBSTANCE ABUSE

Any student who reports to class under the influence of alcohol and/or other substances will be deemed unfit for duty and will be dismissed from the class. These incidents will be reported to your employer for disciplinary action and a further consequence could be removal from the course and the College.

6. PERSONAL APPEARANCE



6.1 CASUAL DRESS

After 1630 hours residents may wear casual dress. **Everyone is expected to take pride in their appearance at all times by being clean, presentable and well groomed.** Uniforms will not be worn by students in the licensed lounges except with the permission of the director. Casual dress will be neat and appropriate for a business environment.

Muscle shirts, tank tops, cut-offs, sweaty clothing are not appropriate dress for Mennill Hall, licensed lounges, the snack bar or the auditorium.

With the exception of the dining areas and licensed lounges, clean sweat pants that are in a good state of repair may be worn as casual clothing while inside the Ontario Police College. Dress shorts extending down to at least mid-thigh are acceptable summer wear. The

wearing of baseball caps while **inside** the building is prohibited.



6.2 DRESS CODE

Uniform officers, or those who **regularly** wear a uniform, will wear their uniform while at the Ontario Police College from 0630 hours to 1630 hours, Monday to Friday, unless permitted otherwise.

No caps, other than forage caps or Stetsons, shall be worn anywhere inside the building with the exception of the range. If uniform attire is not available or required, suitable court attire (i.e. suitable for court appearance) is necessary. Residents who are authorized to attend the college in civilian clothes will also wear suitable business/court attire.



6.3 HAIR

Students will ensure that their hair, sideburns, beards and moustaches are kept in accordance with the rules and regulations of their police service, while at the Ontario Police College.

7. SERVICES



7.1 ALCOHOLICS ANONYMOUS / NARCOTICS ANONYMOUS

A person wishing to contact Alcoholics Anonymous, Narcotics Anonymous or Al-Anon may do so by depositing a note in Box 459 located in the health centre. The box is locked and controlled exclusively by a member of Alcoholics Anonymous, Narcotics Anonymous, or Al-Anon on staff at the college. Anonymity will be absolutely respected.



7.2 BANKING

There is a cash machine by the Getaway Café. It is provided by the Police Credit Union and there is a transaction fee of \$2.00.

There are banks located in Aylmer. They are:

- RBC Financial
- BMO
- Canadian Imperial Bank of Commerce
- Desjardins Credit Union and
- Scotiabank.

Most banks have automated teller machines. In addition, some convenience stores have cash dispensing machines.



7.3 CHAPLAIN & PLACES OF WORSHIP

The Ontario Police College has a chaplain on call for residents. Father Jim Mockler, Rector of St. Peter's Cathedral in London and chaplain to the London Police Service may be contacted at any time. Contact information is as follows:

Office Phone 519-432-3475 ext. 228
Home Phone 519-433-8285
Cell Phone 519-630-7606
Fax: 519-432-5358
E-mail: jmockler@rcec.london.on.ca

Aware of and supporting the diversity of our province, Father Mockler works alongside and has contact with personnel from other faith traditions and is able to refer residents.

There are numerous churches in Aylmer representing many denominations. More information may be obtained by contacting the chaplain or by checking the notice board at the ramp entrance to Mennill Hall (the main dining hall).

The London telephone directory also provides a list of places of worship.

Students requiring absence from work for religious observance purposes will be accommodated under the OPS policy. Contact OPC Equity and Inclusion Unit for further information.

7.4 QUIET ROOM

While at OPC, students may use Room B242 for quiet reflective space, located across from the elevator on the second floor. The Quiet Room is an inclusive and comfortable space for all students, staff and visitors to use in a quiet manner. It supports individual well-being. It is available for multiple users, and does not need to be booked in advance. Please comply with the Terms of Use as posted in the Room.



7.5 OPC PRIDE NETWORK

The Ontario Police College (OPC) Pride Network consists of serving Law Enforcement personnel from the LGBT community. The OPC Pride Network is a space for students who are currently enrolled at the college, and is 100% confidential.

Please send an e-mail to the group moderator at opcpridenetwork@googlegroups.com should you wish to join. You will be required to respond to some questions that do not identify you personally; just your status as a student at OPC. The moderator will then add you to the group.

This site is a 100 percent confidential. (*The only caveat that would break confidentiality would be situations where there is imminent danger to self or others.*)



7.6 OPC FRIENDSHIP SPACE

We invite you to join the OPC Friendship Space. The site is an online safe space for OPC students to connect with human resources and references that are glad to share their experiences and their journeys with you.

Please send an e-mail to the group moderator at opcfriendshipspace@googlegroups.com should you wish to join. You will be required to respond to some questions that do not identify you personally; just your status as a student at OPC. The moderator will then add you to the group.

This site is a 100 percent confidential. (*The only caveat that would break confidentiality would be situations where there is imminent danger to self or others.*)



7.7 FACSIMILE MESSAGES

Incoming messages will be placed in the class message slots at the reception desk. Outgoing personal messages may be sent through the tuck shop during regular working hours.



7.8 LAUNDRY & DRY CLEANING

A dry-cleaning service, located near the tuck shop, provides dry-cleaning and laundry service to students, residents and staff. They are open for business during the following hours:

Regular Service

Monday, Wednesday and Friday 1145 hours to 1245 hours.

During Last Week of Basic Constable Training Course.

The times will be posted.

Reduced prices have been negotiated for shirts, pants, skirts, tunics, ties and plain dresses. Regular prices apply for all other dry-cleaning services.

Valid vouchers, in lieu of payment, are accepted from many police services.

Limited coin-laundry facilities are available at the end of each residence.



7.9 LIBRARY

The college library is open all week, 24 hours a day so as to facilitate use of College computers and/or access to the internet.

Library staff is on duty:

- Monday to Thursday 0815 hrs. to 2230 hrs.
- Friday 0815 hrs. to 1630 hrs.

With the exception of bottled water, food and beverages are not permitted in the library. All users

are expected to exercise consideration for others which includes no use of cell phones. All books are the property of the Ontario Police College. Book theft is a criminal offence and will result in disciplinary action.

Movies are available in the library for loan and need to be signed out when staff are on duty.



7.10 LOCAL SERVICE CLUBS

Residents who belong to a service club in their home community may wish to visit a similar club in the Aylmer area. Most service clubs have branches in the vicinity and have issued a standing invitation to Ontario Police College residents. Further information can be obtained from the notice board at the ramp entrance to Mennill Hall, the main dining hall, or the local telephone directory.



7.11 MAIL

Outgoing mail may be posted in the mailbox located near the Registration Office. The box is cleared at 1430 hours daily. Incoming mail will be distributed in the students' alphabetical mail slots daily before morning coffee break. Stamps can be purchased at the snack bar.

Courier parcels are received daily before noon. Outgoing courier packages can be sent through the administration office and are picked up daily at 1600 hours.

The official address of the college is:

(Name of Person)
Ontario Police College
10716 Hacienda Road
AYLMER WEST, ON N5H 2T2



7.12 MEDICAL SERVICES

The College has a Health Centre located in the hallway just off the front reception area. It is staffed by two full time registered nurses who are on duty weekdays from 0730 hrs. to 1630 hrs.

The nurse will decide whether students should be excused from classes. Students excused from firearms, defensive tactics, police vehicle operations and physical classes will report to the instructor, who will then decide whether the student is required to remain as an observer.

If students are ill when away from the college, they must notify the college, collect calls accepted, **and their police service**. Upon return to the college, they must report to the nurse. Students are responsible for notifying their police service of the nature of their illness and the length of time they expect to be away from the college.

If a medical emergency occurs at the College, the College Nurse shall be called (Ext. 4259 or the emergency cell phone # 519 765 8359) to the scene or when practical, the patient may be taken to the Health Centre.

If the medical emergency occurs when the College Nurse is not on duty, follow the *Emergency Telephone Procedure* noted in section 4.8.



7.13 FITNESS & WELLNESS

The gym, pool and weight room are available day and night for all residents.

If you wish to book a facility for a specific event, please contact a member of the Fitness Staff.

The gymnasium and locker rooms are open from 0600 until 2400 hours. Equipment is available in the gym area for general use of residents. This equipment is to be left in the gym area. Any breakage **must** be reported to the physical training staff as soon as possible.



7.14 SWIMMING POOL

The swimming pool is available for recreational swimming during the following times:

- Monday to Sunday: 0630 hrs. to 2300 hrs.

A minimum of two swimmers are mandatory as no lifeguards are on duty. No more than ten swimmers are allowed during the above mentioned time.

Note that the pool will sometimes be in use by public groups. During these times, residents are not permitted in the pool.



7.15 TELEPHONES

Residents can receive direct calls to the pod from outside the college by having callers dial the number listed on the pod phone. Outgoing long distance calls from the pod can only be made using a calling card by dialing 8 + 0 + area code + number.

Messages received at the front desk will be left in the class mail box. If an emergency call is received you will be notified by staff or security.



7.16 TUCK SHOP

The Tuck Shop, operated by the Ontario Police College Staff Association, sells a variety of souvenir items.

All profits are donated to college-sponsored activities and charitable organizations.

The tuck shop hours are posted by the main reception desk in the front lobby.

8. FOOD SERVICES



8.1 LUNCH & BREAKS

Unless otherwise notified, refreshment breaks are at the following times:

- Morning break 1000 hours to 1030 hours.
- Lunch break 1200 hours to 1300 hours.
- Afternoon break 1430 hours to 1500 hours.

Getaway Café is available during breaks to purchase refreshments.



8.2 MEALS

Meals will be served in Mennill Hall, the main dining hall, at the following times:

- Breakfast 0630 hours to 0800 hours.
- Lunch 1130 hours to 1300 hours.
- Dinner 1630 hours to 1800 hours.
- Friday dinner 1630 hours to 1730 hours.

You must have an identification tag to get meals. Please take only one selection at a time; this lets everyone have equal choice. You may return for second helpings, if available. Please place trays in the racks on the north side of Mennill Hall.

NO FOOD OR UTENSILS ARE TO BE TAKEN OUT OF MENNILL HALL OR THE STAFF DINNING ROOM.

The dining room is closed on weekends and holidays, unless weather conditions prohibit students from traveling home. In these cases, students will be notified of hours of service.

Except for the above times, Mennill Hall, the main dining hall, is out-of-bounds to all students.

All persons who are improperly dressed will be denied the privilege of using the dining room.

- Sunday – Thursday (evenings) 1700 hours to 2400 hours.

In addition, the Café manager oversees operation of the coin laundry machines provided in the residence wings as well as vending machines placed throughout the building.

Any problems with these machines should be brought to the attention of the Café manager at (519) 773-8463.

8.3 SPECIAL DIETARY CONSIDERATIONS

Students/Residents who have any special dietary requirements should complete a dietary consideration form available on our website or at the front desk. Arrange an appointment with the Food Services Manager (519) 773.4270 to ensure your requirements are met. It is essential that you notify the nursing staff if you have any food allergies.



8.4 GETAWAY CAFÉ

The Getaway Café & Lounge is run as an independent business and is operated under contract to the College.

The Café offers a diverse menu including breakfast, lunch and dinner options. There are also a wide variety of items for sale including a variety of coffee and tea, fresh baked goods, confectionery, postage stamps, photocopy cards, and toiletries:

- Monday – Friday (weekdays) 0730 hours to 1530 hours.



8.5 LOUNGE

Alcohol may **ONLY** be consumed in the College's licensed lounges.

The licensed Lounge is comprised of two areas:

- Lounge "A" is for the use of Basic Constable Classes while they are in attendance at the College.
- Lounge "B" is restricted for the use of Senior and Special courses.

Hours:

- Sunday Evening: 1800 hrs. to 2400 hrs.
- Monday – Thursday Evenings: 1630 hrs. to 2400 hrs.

The Lounges offer a wide variety of alcoholic beverages including draft beer.

A large projection screen is utilized for sporting events in Lounge "A". A specialized lounge menu is available including table service - whenever possible.

Students and guests are reminded to conduct themselves in accordance with the Code of Conduct on Page 1 of the Resident Handbook. No ID card, NO SERVICE.

Special functions such as class parties and theme nights can be arranged through the Café manager: faretheewelfoods@amtelecom.net or (519) 773-8463.

BASIC CONSTABLE TRAINING RECRUIT SPECIFIC INFORMATION

9. LEADERSHIP

As members of the Basic Constable Training Program, we encourage you to develop yourselves as leaders while you are here. There will be ample opportunities for you to both practice and demonstrate the Key Principles of Leadership while performing the many duties you will be asked to carry out.

9.1 KEY PRINCIPLES OF LEADERSHIP

1. **Achieve** professional competence
2. **Know** your strengths & limitations
3. **Clarify** objectives and intent
4. **Lead** by example
5. **Seek** and accept responsibility
6. **Make** sound and timely decisions
7. **Know** your subordinates and promote their welfare
8. **Keep** your followers informed
9. **Develop** the leadership potential of your followers
10. **Train** your followers as a team and employ them to their capabilities
11. **Learn** from experience and those who have experience.
12. **Be** accountable for your actions; hold others accountable for their actions

10. CLASS REPRESENTATIVES

To ensure consistency and open communication between training areas and BCT classes, class representatives will be elected to the following positions:

- Class Leader & Deputy Class Leader
- Drill Leader
- Pod Leader
- Sports Representatives
- Student Council Representative
- Student Speaker
- Drill Team
- Student Duty Officer
- Flag Orderly Detail

Each class will identify individuals to fulfill these roles. A brief description of each of these roles is as follows:

10.1 CLASS LEADER & DEPUTY CLASS LEADER

The class leader and deputy class leader are responsible for taking daily attendance, forming up students at the beginning of each class and disseminating information to class members. These individuals are an integral link between the student body and instructional staff. These individuals will also be responsible for keeping track of weekend meal reports, and passing on messages between the reception desk and individual class members.

These candidates should possess the following characteristics:

- Mature;
- Ability to lead others;
- Well-developed communication skills;
- Well organized;
- Motivational skills;
- Enthusiastic; and
- Positive attitude toward police training.

10.2 DRILL LEADER

The drill leader is accountable for the class in the Drill Hall and whenever marching as a class outside on OPC grounds.

During morning parade, drill leaders assume the responsibility of the class leader for the duration of those periods.

The Drill Leader will lead the class during the March Past and Review Ceremony on day 60 of the BCT Program.

A Drill Leader is accountable for the personal appearance and deportment of the class at all times.

The candidate that represents your class should possess the following characteristics:

- Enthusiastic;
- Ability to lead others;
- Well-developed communication skills
- Positive attitude towards drill, dress and deportment;
- Confident in addressing issues regarding class drill and deportment;
- Previous military experience may be an asset.

10.3 POD LEADER

Each week, a member of your pod will be designated as POD Leader. He or she will be responsible for:

- Ensuring that each day, the rooms and the common area of your POD are ready for both scheduled and unscheduled inspections;
- If a member of a POD is sick or unable to attend class, the member will report that information to the POD Leader who in turn will forward that information to the Class Leader;
- The POD Leader must know where everyone in their POD is in the event of a Fire Alarm in order for all occupants to be accounted for; and
- He or she will answer to the Protocol Officer or inspecting instructor as to why the rooms and common area are not to standard.

10.4 SPORTS REPRESENTATIVES

The sports representative acts as an integral link between the classroom and the physical training department. As a sports representative, you are required to attend brief, weekly luncheon meetings that are held every Wednesday at 12:10 P.M. in Mennill Hall.

The sports representative duties are to:

- Plan sporting activities for their class;
- Book weekly gym times;
- Assist in organizing class for any sports-related charity events.

The candidate that represents your class should possess the following characteristics:

- Positive attitude towards physical fitness;
- Enthusiastic;
- Class motivator;
- Well organized;
- Committed to attend weekly meetings.



10.5 STUDENT COUNCIL REPRESENTATIVE

The student council representative will join members of other classes to form the student activity committee. The purpose of this committee is to act as a liaison between the student body and College administration concerning any matter relating to the welfare and benefit of students attending the College. The representative will attend meetings to voice student health and safety concerns and present suggestions.

The candidate that represents your class should be:

- enthusiastic
- well organized
- committed to attend regularly scheduled meetings.

Note: The role of all class reps. is an important function. You are expected to respect the position and duties of your chosen class representatives.



10.6 STUDENT SPEAKER

A competition will be held to select a student speaker and a student singer for the honour of representing all classes at the March Past and Review Ceremony held on day 60.

10.7 DRILL TEAM

Following Mid Term Exams, there will be an opportunity for students to form a Drill Team to perform at the March Past and Review Ceremony. This will be organized and run by the students themselves and will be conducted in the evenings on a voluntary basis.

10.8 STUDENT DUTY OFFICER

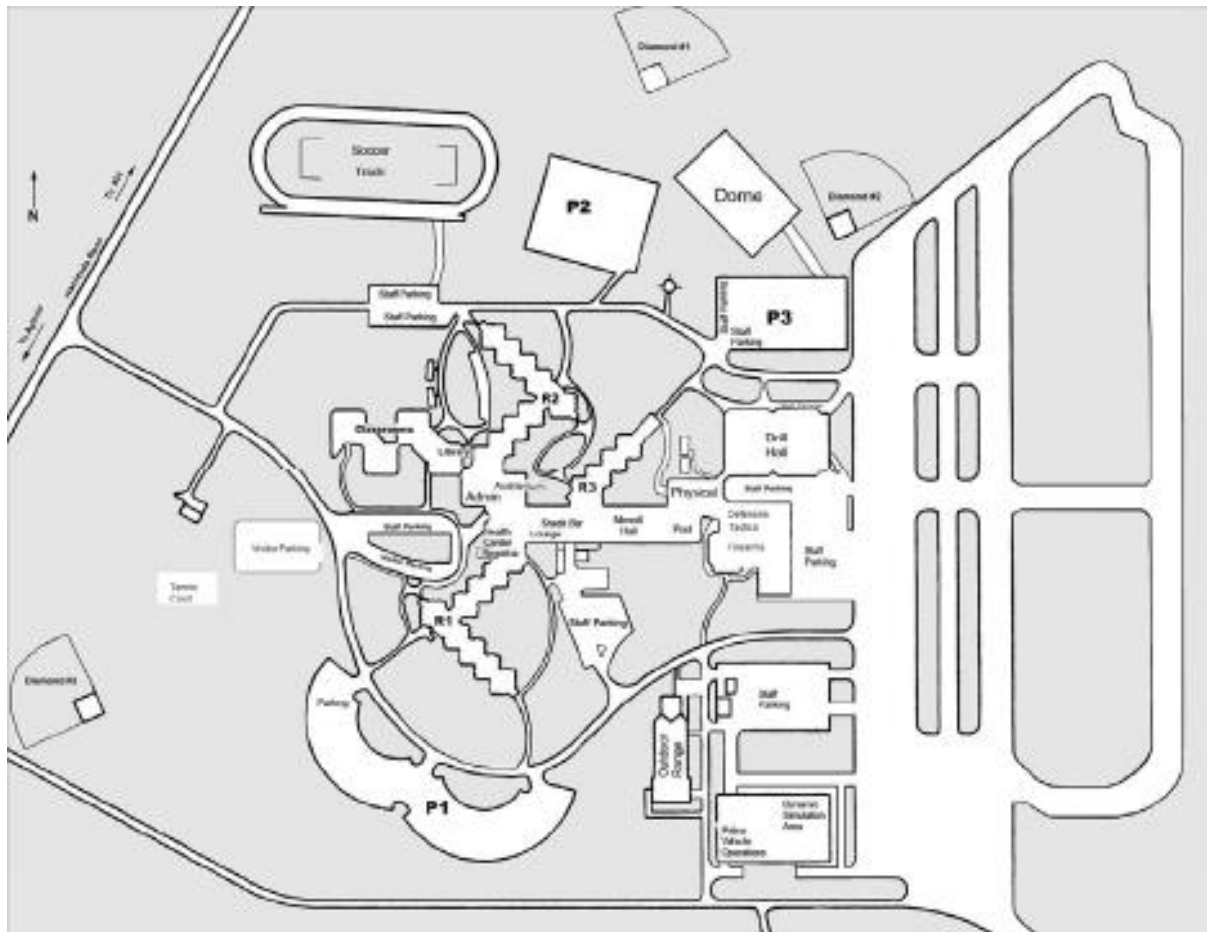
Beginning on the third week of your training, students will be scheduled to be part of the Student Duty Officer (SDO) program here at OPC. You will work in groups of four and be assigned to a two hour shift. SDO's will conduct both foot and vehicle patrols in and around OPC property.



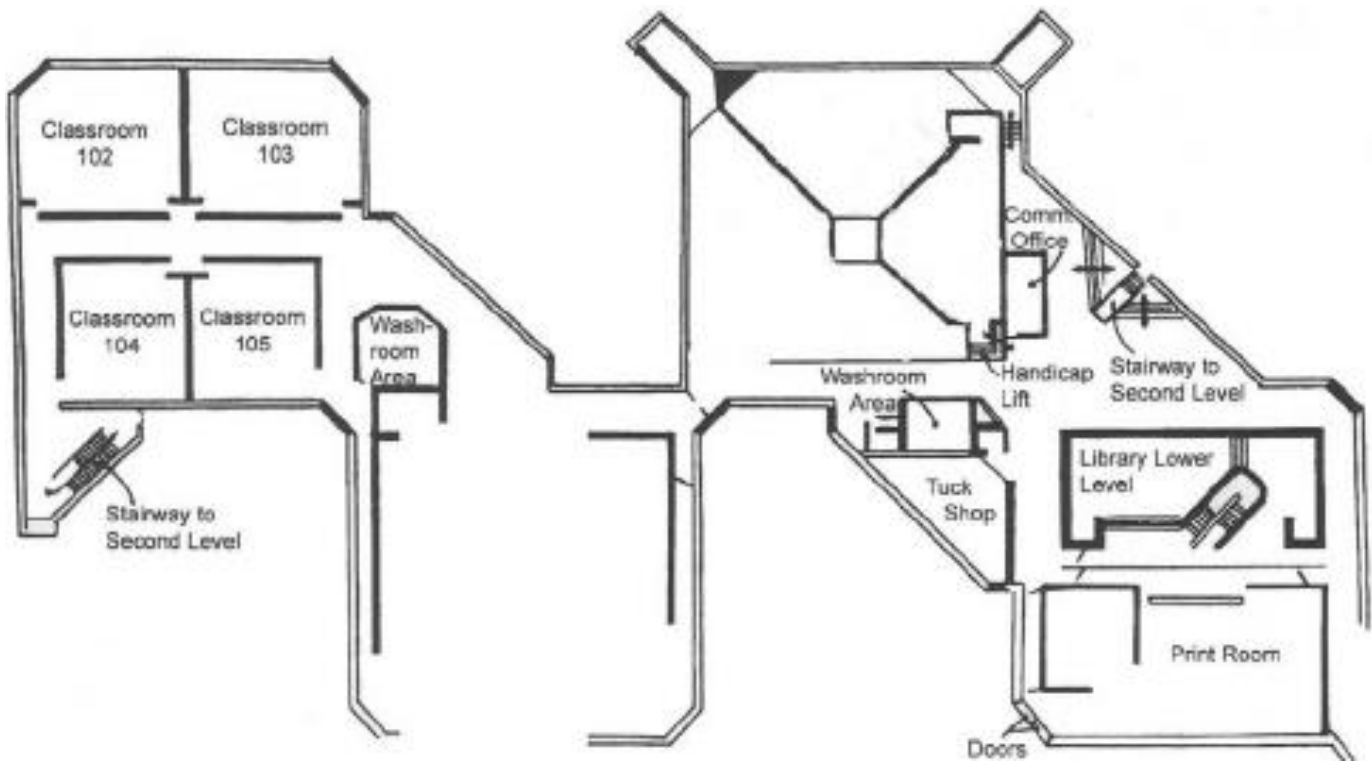
10.9 FLAG ORDERLY DETAIL

Classes will be assigned to a Flag Orderly Detail (FOD) on a rotational basis. This will involve a ceremonial raising and lowering of the College flags at set times and following a set format.

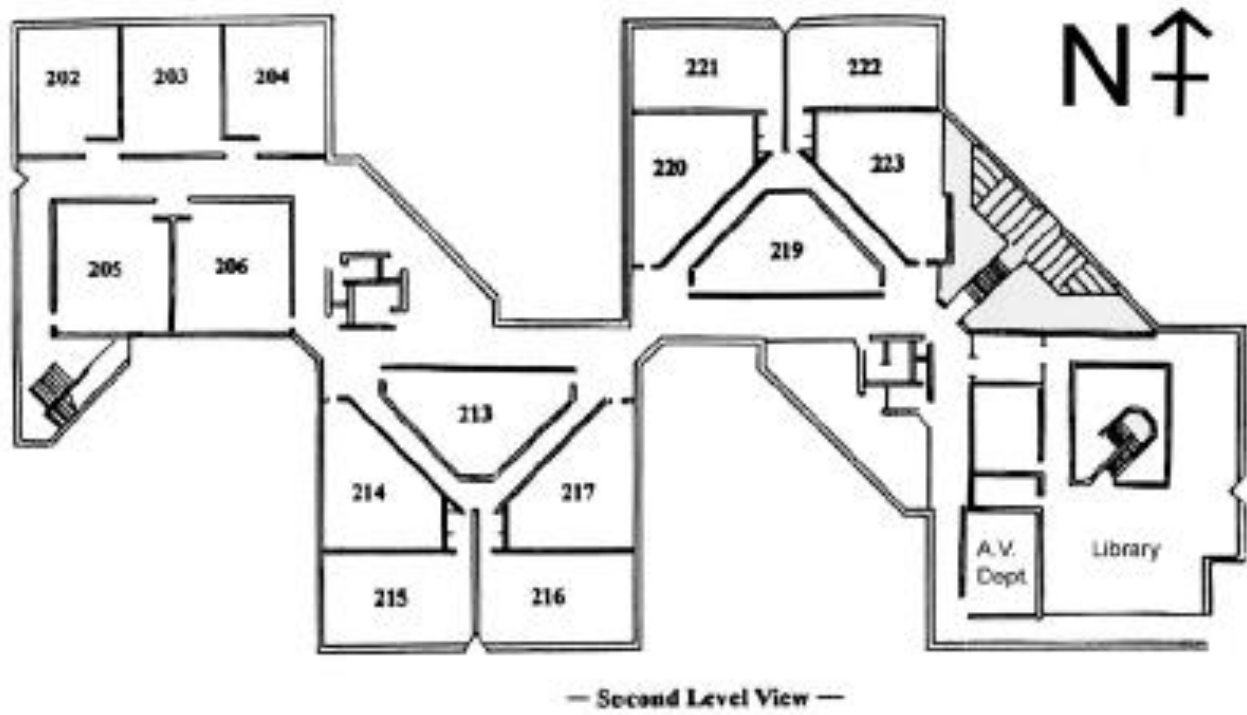
MAPS



CLASSROOMS - 1ST FLOOR



CLASSROOMS- 2ND FLOOR



EMERGENCY LOCKDOWN PROCEDURES

EMERGENCY LOCKDOWN PROCEDURES



What is a Lockdown?

An emergency protocol in which individuals inside a facility lock themselves into a secure location to protect themselves from an active shooter or armed intruder.

How will I know a Lockdown is occurring?

You will hear an announcement on the PA system advising "Lockdown! Lockdown! Lockdown!" The nature and location of the emergency may follow.
e.g. "Active Shooter in the Drill Hall."

You may also be alerted by OPC staff, students or other guests.

What are the Lockdown procedures?

Remain calm and encourage others to remain calm. Assist those who require assistance.

1. Evacuate - IF you can escape safely,

- Evacuate the building discreetly via the closest exit
- Leave belongings behind
- Notify others you encounter to exit the building; Prevent others from entering
- Call 9-1-1 when it is safe to do so
- Attend Designated Assembly Area 1 or 2



2. Hide - IF you cannot escape safely,

1. Move to the nearest classroom, office or any other room you feel is safe with as many people as possible
2. Lock and barricade the door
3. Turn off all lights and AV equipment
4. Close all windows and blinds
5. Keep back from windows and doors
6. Lie flat on the floor or take cover out of sight
7. Silence cell phones and pagers; report injured people via text if possible
8. Remain calm and quiet. Do not leave the room until authorities arrive
9. Instructors shall take attendance

3. Take Action

As a last resort and if your life is in danger, act as you see fit to save your life. Incapacitating the active shooter may be your only option. Act with physical aggression, use anything you can as a weapon and commit to your actions.

Who do I call?

Call 9-1-1 from a cellphone or 8-9-1-1 from an OPC landline for an emergency police response. The address of the Ontario Police College is: **10716 Hacienda Road, Aylmer**

What should I report to the authorities?

- Your specific location, building or room #
- The number of people at your location
- The number and nature of any injuries
- If you have seen the suspect(s) or identified a threat:
 - The location and number of suspects
 - Their identity if known or a physical description including clothing
 - Direction of travel
 - Any weapons or accessories (e.g. backpack or duffel bag)
 - Any unusual or identifiable threatening sounds (e.g. gunfire, explosions)
 - Number of potential victims at the location including injured people
 - Any unusual items or objects

What if someone is badly injured?

Place a sign in an exterior window to identify the location of the injured people or send a text message with phone on silent settings.

What if the fire alarm sounds while OPC is in Lockdown?

DO NOT respond as you normally would to a fire alarm as this may be a ploy by the suspect(s). Remain locked down if safe to do so. You must be aware of other dangers such as fire and be prepared to respond to the most immediate threat to ensure your own safety.



OPC

Ontario Police College
The Police Training Provider of Choice
Le Fournisseur d'Entraînement de Police de Choix

EMERGENCY LOCKDOWN PROCEDURE

Active Shooter or Armed Intruder

If you cannot escape safely:

- ① Move to the nearest room you feel is safe with as many people as possible
- ② Lock and barricade the door
- ③ Turn off all lights and audio/video equipment
- ④ Close all windows and blinds
- ⑤ Keep back from windows and doors
- ⑥ Lie flat on the floor or take cover out of sight
- ⑦ Silence cellphones and pagers. Report injured people via text if possible
- ⑧ Remain calm and quiet. Do not leave the room until authorities arrive



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FIRE – EMERGENCY INSTRUCTIONS

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.

SOUND FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT

CALL **911** from safe location

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

LEAVE BUILDING, VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU.

CAUTION

IF SMOKE IS HEAVY IN CORRIDOR IT MAY
BE SAFER TO STAY IN YOUR SUITE.

CLOSE DOOR AND PLACE WET TOWEL
AT BASE OF DOOR.

IF YOU ENCOUNTER SMOKE IN
STAIRWAY - USE ALTERNATE EXIT

REMAIN CALM