



NIAGARA REGIONAL POLICE SERVICE

Police Services Board Report

PUBLIC AGENDA

Subject: A Protocol Between Niagara College of Applied Arts and Technology and the Niagara Regional Police Service

Report To: Chair and Members, Niagara Police Services Board

Report Date: 2023-04-20

Recommendation(s)

- 1. That the Niagara Police Services Board authorize the Chief of Police to enter into a protocol with Niagara College to offer the “Comprehensive Policing Program” for selected students.**
- 2. That the Niagara Police Services Board authorize the Chief of Police to execute all required agreements and related documents on behalf of the Board in accordance with the protocol with Niagara College.**

Key Facts

- The purpose of this report is to advise the Board of the Service's intention to enter into a protocol with Niagara College.
- The goal is to formalize a protocol that promotes enhanced cooperation between Niagara College and the Niagara Regional Police Service (NRPS) to provide practical exposure to policing through a “Comprehensive Policing Program” with the NRPS for selected Niagara College students.
- The protocol will become effective on the date of signature and will not have a set termination date but will be reviewed annually.

Financial Considerations

The Service will use members to offer the Comprehensive Policing Program as part of the course of their regular duties and any administrative or incidentals will be covered through the existing Recruiting Unit budget. There is nothing to suggest that this protocol will cause the Service to incur any additional costs.

Analysis

The NRPS and Niagara College initially agreed upon a protocol in August 2012.

In 2022, a review of this protocol was completed by members of the Service's Recruiting Unit and Niagara College's Justice Studies Department. The purpose of the review was to ensure that the protocol still met the Service's needs.

As a result of this review the Comprehensive Policing Program was developed to replace the Ride Along Program.

The Comprehensive Policing Program was designed to enhance the practical and technical experience of students while offering an opportunity for the NRPS to identify students who demonstrate the potential for a successful policing career in Niagara.

The Niagara College Justice Studies professors will identify Advanced Law Enforcement and Investigations Program students to participate in the Comprehensive Policing Program.

The selected students are interviewed and a records check of each student is completed by members of the Recruiting Unit to ensure suitability to participate in the program. Successful students are required to complete the Oath of Secrecy and to sign a release waiver and indemnity form prior to participating.

Students attend three days of lectures and demonstrations put on by members of various units including the Training Unit, Fraud Unit, Child Abuse/Sex Assault, Cybercrimes/Tech Crimes, Communications Unit, Forensic Services, Traffic Services, Emergency Services, Member Wellness/EDI, and the Court/Prisoner Management Unit.

Students are educated on the roles of officers working in these units as the presentations highlight the following: qualifications required to work in that unit, type of investigations performed, any special skills/equipment used, and value of the unit to policing/public safety.

Members of the Recruiting Unit meet with the students throughout the three days of lectures to gauge their level of interest in policing and potential suitability for future employment with the Service.

The Comprehensive Policing Program and was run successfully for the first time in February and early March 2022.

The protocol has been reviewed and is supported by the Board's legal counsel. It is therefore requested, that the Board authorize the Chief of Police to enter into this agreement on behalf of the Service.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of Police Services Board By-laws and Strategic Plan 2022-2025.

Relevant Policy Considerations

Police Services Board Strategic Plan 2022-2025

Police Services Board - By-law No. 187-2000, Promotion of Service Members and Hiring of Non-Service Members

Other Pertinent Reports

Not applicable.

This report was prepared by Rich Gadreau, Sergeant, Recruiting Unit in consultation with Luigi Greco, Inspector, Professional Development and reviewed by Lynda Hughes, Acting Superintendent, Executive Services. Recommended by Bill Fordy, Deputy Chief, Support Services.



Submitted by:

Bryan MacCulloch, M.O.M. #5835
Chief of Police

Appendices

Appendix 1 A Protocol Between Niagara College of Applied Arts and Technology and the Niagara Regional Police Service



**A PROTOCOL BETWEEN
NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY
AND THE
NIAGARA REGIONAL POLICE SERVICE**

**A Partnership to Enhance the Experience of Students in the Police
Foundations, the Protection, Security and Investigation and the
Advanced Law Enforcement and Investigations Programs**

Table of Contents

Purpose of the Protocol	3
Comprehensive Policing Program Responsibilities	4-8
Police Officers as Part time Instructors	8-9
Program Advisory Committee	9
Opportunity for Student Internships	10
Signatures	11

Purpose of the Protocol

Niagara College of Applied Arts and Technology (herein after referred to as Niagara College) has long offered educational programs designed to better prepare students to enter the workforce. The Protection, Security and Investigation, the Police Foundations and the Advanced Law Enforcement and Investigations Programs are examples of educational programming available to those with a desire to seek a career in the field of law enforcement.

During ongoing Constable Recruitment processes, the Niagara Regional Police Service seeks to employ the most qualified candidates possible. To this end, the Niagara Regional Police Service recognizes and appreciates the efforts of Niagara College to enhance the skills of their students, ultimately making them more suitable candidates for employment.

Both the Niagara Regional Police Service and Niagara College have recognized that an increased level of organizational cooperation would not only hold a benefit for the students enrolled in the said programs but may also hold a competitive advantage with respect to the local police recruitment process. Specifically, increased cooperation between the two agencies may result in programming changes to enhance the practical and technical experience of students while offering an opportunity for the Niagara Regional Police Service to identify students who demonstrate the potential for a successful policing career in Niagara.

This protocol will address enhanced cooperation between Niagara College and the Niagara Regional Police Service in the following areas:

- To provide practical exposure to policing through a “Comprehensive Police Investigations” program with the Niagara Regional Police Service for selected Niagara College students.
- An opportunity for the Niagara Regional Police Service to provide a recommendation with respect to the qualifications of active members who pursue part time secondary employment as a member of the educational staff at Niagara College.
- An opportunity for the Niagara Regional Police Service to select suitable members to participate with the Niagara College – Police Foundations related Program Advisory Committee, and
- Opportunities for internship positions with the Niagara Regional Police Service Training Unit at the Centre for Police and Community Safety Studies, located on the Welland Campus of Niagara College or other appropriate opportunities as identified by the Niagara Regional Police Service.

Comprehensive Policing Responsibilities

Overview

The primary goal of the cooperative Comprehensive Policing Program offered by the Niagara Regional Police Service (NRPS) and Niagara College is to provide meaningful job exposure to the participants so that they may better understand the duties of a police officer and assess the suitability of policing as a personal career choice. The program also provides an opportunity for the Niagara Regional Police Service to evaluate students as prospective candidates for Constable positions.

The Role of Niagara College

1.0 The Comprehensive Policing Program Facilitator, hereinafter referred to as the “Facilitator”, will act as the liaison representative of Niagara College to the Niagara Regional Police Service (NRPS) in relation to any issues that may relate to the implementation of the Comprehensive Policing Program.

1.1 The Facilitator, in conjunction with the NRPS Recruiting Unit Sergeant, will develop and institute participant criteria to determine student eligibility for admittance into the program. Only students from the Advanced Law Enforcement and Investigations Program (maximum 28 students) will be eligible for consideration to participate in the NRPS Comprehensive Policing Program.

1.2 The Facilitator will preside over a series of seminars designed to inform and educate program participants in the qualifying components of the Comprehensive Policing Program selection process.

1.3 The Facilitator will determine the shortlist of student participants who will advance to the Participant Review Panel based on the overall quality of the mandatory submissions of the Program.

1.4 The Facilitator will recruit suitable and qualified panelists to compliment those designated by the Niagara Regional Police Service to sit as members of the Participant Review Panel. The Participant Review Panel will consist of a College Program Representative and one or two members of the Niagara Regional Police Service, unless otherwise determined and agreed to by both parties.

1.5 The Facilitator, in conjunction with the NRPS Recruiting Unit Sergeant, will develop the selection criteria and interview questions used within the program process.

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Investigation, and the Advanced Law Enforcement and
Investigations Programs**



1.6 Niagara College will provide a proper and adequate facility in which the Participant Review Panel may convene and conduct the said interviews.

1.7 The Facilitator will be responsible to compile the mandatory submissions of each Interview Participant and provide a folder containing a copy of such to each interview panelist. The Facilitator will ensure that each folder contains a cover letter, resume, and Student Transcript for each participant.

1.8 The Facilitator, in consultation with the Officer in Charge of the NRPS Recruiting Unit, will use the results received from the Participant Review Panel to compile the list of student participants and alternates who will be asked to complete and submit the standard waiver in order to provide consent for the NRPS to conduct a police information check. This check will include a comprehensive criminal background check consisting of record checks of the Canadian Police Information Centre (CPIC), Criminal Name Index (CNI), Police Information Portal (PIP), NRPS Records Management System (RMS) and a listing of any negative contact with the student's local police service. The Facilitator will forward the completed waiver forms to the Sergeant in charge of the Recruiting Unit, who shall ensure that background checks are conducted. It is important that the Facilitator inform the students that have been asked to submit waivers that this submission does NOT indicate that they have been accepted as Comprehensive Policing Program participants at this point in time.

1.9 Concerns identified during the background check will result in a student participant being ruled ineligible to participate in this program. In an effort to protect the privacy interests of the student participant, where the background check is of concern, the NRPS will only acknowledge that the student has been deemed ineligible. Additional detail will not be released to Niagara College. The decision to exclude a participant, for whatever reason, remains at the sole discretion of the NRPS, through the Recruiting Unit Sergeant, and that decision is final and does not confer any right of appeal upon the excluded participant nor the College.

1.10 Once background checks have been completed, the Sergeant in charge of the Recruiting Unit will advise the Facilitator of any participants who have been identified as unsuitable to continue in the Comprehensive Policing Program. The Facilitator shall compile the final list of successful program participants which shall be forwarded to the Sergeant in charge of the Recruiting Unit. Once deemed as suitable participants by the Sergeant in charge of the Recruiting Unit, the Facilitator will inform the successful participants as to their inclusion in the Comprehensive Policing Program.

1.11 The Facilitator will ensure that each Comprehensive Policing Program participant is notified of the requirement to attend the Program Orientation Session, which will be conducted by the NRPS. This session will be scheduled by the Officer in Charge of the Training Unit or their designee. This session will include:

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- The delivery of an oath of secrecy
- The provision of a legislation package that is to be reviewed by the participant. This package will include at minimum: Sections 25, 27, 30, 129 and 494 of the Criminal Code of Canada and Section 5 of the Compensation for Victims of Crime Act.
- The signing of a release, waiver, and indemnity form.

1.13 At the conclusion of each intake, the Niagara College Program Facilitator will ensure that all notes made by program participants are securely retained by the College, pursuant to the current NRPS document retention schedule. It is important to be clear that these records remain the property of Niagara College; however, the original notes must be stored in order to ensure that they are available for any court processes.

The Role of the Niagara Regional Police Service (NRPS)

2.0 The Sergeant in charge of the Recruiting Unit, or their designee, will act as the liaison officer to Niagara College, for any issues that may relate to the implementation of the Comprehensive Policing Program.

2.1 The Sergeant in charge of the Recruiting Unit, or their designee, will attend the College during the first week of the program for the purposes of informing the students as to the expectations and requirements of the NRPS in relation to student participation in these programs, and policing in general.

2.2 The Sergeant in charge of the Recruiting Unit, or their designees, will sit as a member of the Student Participant Review Panel (up to four times per year), which will be comprised of two members of the NRPS, unless otherwise determined and agreed to by both parties. As outlined above, through an interview process, this panel is tasked with the responsibility to determine a candidate's suitability and eligibility to participate in this program.

2.3 The Sergeant in charge of the Recruiting Unit, or their designee, will assist the facilitator from Niagara College, in compiling a list of the candidates who were jointly selected to participate in this program. Written Consent to perform a background check on each candidate (including CPIC, CNI, PIP, RMS, local records, etc.) must also be provided and will be forwarded to the Sergeant in charge of the Recruiting Unit.

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2.4 The Recruiting Unit, with assistance from the Records and Information Management Unit where necessary, will conduct a preliminary background check on the selected participants. This check will include CPIC, CNI, PIP, RMS, and the student's local police service record checks. Provided results from this evaluation are suitable, a student's participation in this program will be approved.

2.5 Concerns identified during the background check will result in a student participant being ruled ineligible to participate in this program. In an effort to protect the privacy interests of the student participant, where the background check is of concern, the NRPS will only acknowledge that the student has been deemed ineligible. Additional detail will not be released to Niagara College. The decision to exclude a participant, for whatever reason, remains at the sole discretion of the NRPS, through the Recruiting Unit Sergeant, and that decision is final and does not confer any right of appeal upon the excluded participant nor the College.

2.6 Selected participants will attend an orientation session, delivered by the Sergeant in charge of the Recruiting Unit, or their designee. This session will include:

- The delivery of an oath of secrecy
- The provision of a legislation package that is to be reviewed by the participant. This package will include at minimum: Sections 25, 27, 30, 129 and 494 of the Criminal Code of Canada and Section 5 of the Compensation for Victims of Crime Act.
- The signing of a release, waiver, and indemnity form.

2.7 The Recruiting Unit Sergeant, in cooperation with the Niagara College Facilitator will determine the time and location of this orientation session, and the Facilitator will in turn advise the Comprehensive Policing participants.

Comprehensive Policing Program Sessions

3.0 Following the successful completion of the orientation program, the Sergeant in charge of the Recruiting Unit or their designee will confirm the date, time and locations of the Comprehensive Policing Program sessions.

3.1 The Niagara College Facilitator will ensure all participating students are advised in advance of the date, time, and locations of the Comprehensive Policing Program sessions.

3.2 Student Participants will be required to attend each session in their Niagara College uniforms and will arrive 15 minutes prior to the start of the session.

3.3 The Sergeant in charge of the Recruiting Unit or their designee will arrange for members from various NRPS units to deliver interactive presentations on the policing/investigative processes related to their units. Each unit presentation will focus on the following areas:

- Qualifications required to work in that unit
- Type of investigations performed
- Highlight any special skills/equipment used
- Value of unit to policing/public safety

3.4 At the conclusion of the Comprehensive Policing Program sessions, the Niagara College Facilitator will conduct a survey of the participants to gather feedback on the sessions and pass the results on to the Sergeant in charge of the Recruiting Unit.

Selection of Police Officers as Part-time Instructors

4.0 Niagara College has employed and continues to employ currently serving members of the Niagara Regional Police Service to deliver effective programming for the Police Foundations, the Protection, Security and Investigation, and the Advanced Law Enforcement and Investigations programs. Although these members are employed on a part time basis by the College, they are widely recognized by the student population as representatives of the Niagara Regional Police Service.

4.1 In order to ensure that the interests of both the NRPS and Niagara College are met, the process of selecting Service members as part time instructors will be formalized. The goal is to ensure that the member selected:

- possesses the knowledge, skills and abilities required
- is a positive representative of the Niagara Regional Police Service, and
- may fulfill the requirements of the part time teaching position with limited or negligible impact on their responsibilities with the Service.

4.2 When a part time teaching position is identified, that could best be assumed by a member of the NRPS, Niagara College will advise the Deputy Chief of Support Services, or their designee of

the requirement. The Deputy Chief of Support Services, or their designee, will also be advised of the qualifications required of a successful applicant.

4.3 The Deputy Chief of Support Services shall take reasonable steps to ensure that all members of the Service are made aware of the opportunity to assume a part time teaching position with Niagara College.

4.4 Niagara College may institute a selection process to identify the suitable candidate for the part time position. With consent from the applicant, Niagara College will seek a recommendation from the Police Service, through the office of the Deputy Chief of Support Services. The recommendation provided will be based on (but not necessarily restricted to) an evaluation of the areas spoken to in paragraph 4.1. To be clear, the final decision regarding any offer of part time employment rests with Niagara College.

4.5 Niagara College will provide the Niagara Regional Police Service, through the office of the Deputy Chief of Support Services, volunteer opportunities for guest lecturing and supporting simulation opportunities. Such opportunities will be communicated to NRPS staff through the office of the Deputy Chief of Support Services.

Program Advisory Committee

5.0 Through Program Advisory Committees, Niagara College consults with various subject matter experts relating to course curriculum. Members of the Niagara Regional Police Service, in addition to those from other relevant professions, have traditionally been involved in the related Program Advisory Committee.

5.1 This protocol will serve to formalize the involvement of members of the Niagara Regional Police Service on such Program Advisory Committees. Subject to confirmation of the Deputy Chief of Support Services, the members holding the following positions with the NRPS will be considered as constant members of the Program Advisory Committee:

- Officer in Charge of the Training Unit or their designee,
- Sergeant in charge of the Recruiting or their designee, and
- Deputy Chief of Support Services or their designee.

5.2 Niagara College will advise the Office of the Deputy Chief of Support Services of any vacant police positions on the Program Advisory Committee. In turn, the Deputy Chief shall issue a solicitation of interest to identify potential candidates. Members deemed suitable for this position, based on an assessment of their work performance/experience, will be recommended for further

consideration. The final decision as to who is selected as a member of the Program Advisory Committee, other than those listed in paragraph 4.1, remains with Niagara College.

**Internship Opportunities with the
Niagara Regional Police Service**

6.0 The primary goal of this program is to provide meaningful job exposure so that participants may develop a better understanding of the duties of a police officer. Through this experience, the student will be provided with an opportunity to explore and evaluate the suitability of policing as a personal career choice. The Training Unit will identify suitable numbers of placements for participants during the fall and spring semesters. Other opportunities in areas such as; high school deployment, police education week, or job shadowing officers in other areas of the Service, will be considered as deemed appropriate by the NRPS.

6.1 Who may participate: A student enrolled in the Niagara College Police Foundations Program or the Advanced Law Enforcement and Investigation Program who is recommended by the Student Participant Review panel and meets the criteria specified in the Participant Selection/Approval Guidelines.

6.2 The Internship student assigned to the Training Unit shall:

- (a) report to the Officer in Charge of the Training Unit;
- (b) under the direction of the Training Unit Staff, assist wherever required in the Training Unit in administrative functions, class preparation and roll playing;
- (c) and, at all times, conduct themselves in a professional manner consistent with the standards and philosophies of this Service.

6.3 The Officer in Charge of the Training Unit may suspend a student from participating in the program if issues are identified relating to inappropriate behavior, poor work performance, disregard for safety practices or other inappropriate conduct. The program may also be suspended based on exigencies of the Service.

6.4 Other opportunities would follow a similar process as outlined for placement in the Training Unit. Students in these cases would report to the appropriate officer as identified by the NRPS.

Signatory Page

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Niagara Regional Police Service
Date:

Sean Kennedy
President
Niagara College
Date:

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Date:

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