



2020



Police Recruitment Preparation Package

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Mandate

Mission

The core purpose of the new Pre-Constable Selection System is:

To conduct equal and accessible testing to all potential and aspiring police applicants in the Province of Ontario. We also supplement and support our Ontario Police Services by sharing results and providing elite training practices.

Vision

To promote and identify the top police candidates to better our policing communities and the public.

Values

Our fundamental principles are:

**Integrity
Fairness
Professionalism
Transparency
Diversity Education
Inclusiveness**

Preamble

This package contains guidelines for all police services in Ontario on how to prepare and interface with their own internal hiring process the new requirements for the OACP Certificate process and the Constable Selection System (CSS) in Ontario.

The new OACP Certificate process was designed in collaboration with OACP Board of Directors, Subject Matter Expert Groups, and the Constable Selection System Executive Advisory Committee.

The new Constable Selection System has been updated to directly address a number of stress points outlined by our OACP Board of Directors. The changes will bring about positive outcomes and better assess the competitive pool of applicants seeking careers in law enforcement. The testing tools used in the pre-employment phase will assist police services by providing them results during their internal hiring process.

NEWLY DESIGNED OACP CERTIFICATE PROCESS

TNT Inc. Pre-Testing for Police Applicants (Ontario)

PART A: INFORMATION PACKAGE

Part A of the information package is the first step the applicant takes in order to obtain an OACP Certificate. A number of documents will be provided to the applicant in order to progress to the next stage. The information package can be downloaded directly from the website or sent via regular mail to the police applicants across the country. The package **contains 4 items**: a comprehensive outline of the CSS process and policing in Ontario, a thorough medical examination package, a fitness log with the corresponding instructions, and a consent and release liability form that protects the OACP and the police services.

REQUIRED FROM APPLICANTS:

Medical Examination Package: The applicant is to provide the medical examination package to a **hearing and vision** specialist in order to be professionally assessed for minimum standards. The Specialists are to acknowledge and identify the applicant's abilities to meet the benchmarks for hearing and vision, ensuring that the applicant's condition does not prevent or unduly restrict the applicant from conducting police duties. Applicants are also required to complete a liability form in the medical examination package to acknowledge they are **aware of the requirements** and **potential of not being screened into process** in the event they do not meet the standards.

Fitness Log: The applicant must complete a fitness log and submit it with his or her application to the prospective Police Service. The fitness log is to help the applicant understand the importance of physical fitness for a police officer. This fitness log also allows for a Police recruitment unit to thoroughly analyze the fitness level of each applicant. The applicant is required to be truthful on the fitness log, as dishonesty is a ground for disqualification.

Consent and Release of Liability :The consent and release of liability form is signed by the applicant at the pre-testing to release and indemnify the OACP-TNT and Police Services from using and sharing information throughout the hiring process. The form also ensures that all applicants understand and acknowledge all requirements outlined in Bill 68 (CPSA, 2019) for police officers.

PART B:

Personnel Assessment Form (PAF)

Intended Use: The PAF is intended for the assessment of general mental ability in adults and adolescents age 16 and older. Administration of the PAF requires respondents to have **adequate** English language skills in order to read and understand the written directions and questions. This item format is ideal for auto-mated presentation, scoring, and interpretation. ***Thus, scoring and interpretation do not require professional judgment.***

Key Areas Measured:

1. **Verbal Subset.** (The Verbal subset measures an individual's understanding of words and items)
2. **Quantitative Subset.** (The quantitative subset measures an individual's ability to reason and problem solve)

Purpose: The PAF was inspired to be a convenient and condensed version of the MAB (Multidimensional Aptitude Battery-II) while maintaining its psychometric validity and relevance to the workforce. The combination between the two subsets measures the candidates **General Mental Ability** to reason, plan, solve problems, think in abstract terms, comprehend complex ideas, and learn quickly from experience.

Relation to Policing: The police environment is dynamic in nature and crisis driven, which highlights the importance for candidates to demonstrate their ability to work expediently under time constraints. Additionally, the link between job performance and cognitive ability is intuitive, especially in an environment that is service driven, such as the policing environment. Any job that requires speed, reasoning, memory, planning or change is implicitly contingent on cognitive ability. Specifically, ability determines the extent to which an individual is able to master the knowledge required for efficient and excellent performance.

In policing, a candidate must be able to communicate effectively in situations where they may have to adjust their approach, or communication style, depending on the diverse needs of the population. Canada is a diverse, multicultural country which places importance on the treatment and handling of its society. Therefore, an officer's self-directed ability to make discretionary decisions and solve problems that arise quickly will be essential to any police service.

The PAF measures the ability, however not the motivation of the candidate. Therefore, it is highly recommended this test is interpreted in conjunction with other measures such as personality, skills and experience.

The test produces both raw scores and percentile scores which is not to be confused with percentage scores. The raw score measures the amount of correct answers such as $15/20 = 75\%$. The percentile score indicates the percentage of people from a relevant comparison group of job applicants who received a lower raw score than the job candidate.

PART C:

Employment Screening Questionnaire (ESQ2)

The Employee Screening Questionnaire Version 2 (ESQ2) is a personality-based selection measure designed to provide employers with an efficient and effective method for identifying superior job candidates. The ESQ2 measures employees' propensity to engage in both positive, as well as counterproductive work behaviors. While most personality-based selection tools focus on measuring either positive or counterproductive behaviors, the development of the ESQ2 was guided by a recognition that organizations seek to hire employees who are both committed and productive, and who abstain from undesirable behaviors such as theft and lateness.

Outcomes Measured by the ESQ2

Positive Work Outcomes

- Customer Service
- Productivity
- Accuracy
- Commitment/Job Satisfaction
- Promotability

Negative/Counterproductive Work Behaviours

- Alcohol/Substance Abuse
- Driving Delinquency
- Lateness
- Loafing
- Sabotage of Production or Property
- Safety Infractions
- Theft
- Unauthorized Sick Days

Purpose

It is a personality-based assessment that measures a number of specific characteristics that have been found to be associated with productive, dependable employees. To be used as a supplementary tool for Police Recruiters, Psychologists and background Investigators in identifying positive work outcome and negative work behaviours.

Relations to Policing

Police duties demand a high-level of integrity and commitment from the Officers conducting them. Police Recruiters require a large quantity of valid data to make an informed decision regarding an applicant. The ESQ2 provides sufficient information to recruiters to correlate applicants' positive and negative work behaviours with their past experience. By providing reliable data to Police Recruiters/background investigators/Police Psychologists, it helps validate the decisions made and identifies potential areas of concern.

Considerations (FAQs)

Purpose of the New System

The goal is to empower police services to make quality hiring decisions by providing added value information to identify competitive suitability of applicants seeking to become police officers in Ontario. Of note, this OACP Certificate and information gathered is shared with police services to compliment their own internal hiring measures to select the best applicants. The new OACP Certificate process does not deliberately screen out applicants for the purpose of allowing police services greater choices and discretion in their hiring decisions.

Why the change?

For more opportunity and greater access to qualified applicants. The previous system caused several frustrations for applicants and police services alike. The old system caused long wait times, accessibility issues, added unnecessary costs, and discriminated against particular demographics.

Why are we moving in this direction?

We are giving the police the decision-making authority and control to select potential candidates based on their own unique needs.

What is offered by this new process?

Police recruitment units are now given additional tools that help supplement appropriate decisions when assessing candidates in the recruitment process. These items are:

- **Fitness Log Analysis** (to understand the applicant's importance they place on daily fitness)
- **Medical Examination Package** (Police recruitment units can decide if the applicant hearing and vision standards are deemed fit for the purpose of executing police duties)
- **Applicant Cognitive Ability** (Police recruitment units now have access to review an applicant's general mental ability. This can be used as a competitive measure in understanding an applicant's ability to problem-solve, make fast decisions, handle pressure etc.)
- **Applicant Personality Assessment** (a personality assessment is completed in the pre-hiring stage and provides police recruitment units with insight to an applicants positive and negative work ethic)

How does this benefit you

We now provide police recruitment units with tools and information they never had before. It all supplements the same purpose which is to make an informed recruitment decision.

Updating Online Applicant Requirements

Directions provided to applicants (as per new CSS OACP 2020 process):

Once you have completed your OACP Certificate Process, you are to provide the following documents to the Police Service you wish to apply for:

- Submit your OACP Certificate,
- Submit your Fitness Log and Daily Journal(s),
- Submit your Medical Examination Package

This means, to assist the OACP CSS new process, **your police service** on their media platforms and communication strategy should include instructions on the new OACP Certificate application process and the list of requirements needed (if applicable) to include:

- Online Application Form (See-Go to- **URL: OACPCertificate.ca**) Inquiries at: (**Support@OACPCertificate.ca**)
- Cover Letter
- Resume
- Educational History Form
- Previous Work History Form
- Valid G Driver's License
- OACP Certificate
- Fitness Log,
- Medical Examination Package

Pre-Screening or Post-Screening:

The collection of the: Fitness Log, Medical Examination Package and PAF/ESQ test results can be collected at the pre-screening stage or post-screening stage. Police recruitment unit is to decide what is more suitable.

Understanding the new OACP Certificate

Interpretation

OACP Certificate is valid for 1 year of testing. Medical Examination Package and Fitness log is separate from the OACP Certificate as this is provided to police services.
Medical examination is valid for 2 years.



Certificate N°: 000001

OACP
O.A.C.P Certificate of Results
Pre-Hiring Stage

Surname: _____ Given Name: _____

Date of Birth: _____

Assessment	Date Processed	Certificate Expiry Date
General Mental Ability		
Personality Assessment		

Applicant should provide the following documentation upon application

Fitness Log (Week 1 & Week 2)	Corresponding Daily Fitness Journals	Medical Examination Package
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For Police Service:
 To receive applicant test results, please submit an Applicant File Request to Support@oacpcertificate.ca or fax the request to 647-777-8329. For questions about the pre-hiring stage or validation of authenticity please call: 647-777-8313

Issuing Service: _____
 Administrator: _____
 Signature: _____
 Date Issued: _____



Understanding the OACP Certificate Equivalency

Interpretation

The **OACP Certificate Equivalency** honours all applicants who have invested money and time into the previous ATS system to obtain an OACP Certificate. The Equivalency process has been initiated because it was designed to be a cost-effective measure to help applicants obtain outstanding components from ATS. Applicants must have at least one stage valid from the former ATS certificate. The new OACP Certificate then administers the equivalent assessments to the areas expired or unsuccessful.



Equivalency
Certificate N°: 000001

OACP
O.A.C.P Certificate of Results
Equivalency

Surname: _____ Given Name: _____

Date of Birth: _____

Assessment	Expiry Date	Assessment	Expiry Date
PATI		BPAD	
PREP		Hearing & Vision	

Assessment	Date Processed	Certificate Expiry Date
General Mental Ability (PATI Equivalency)		
Personality Assessment (BPAD Equivalency)		

For Police Service:
 To receive applicant test results, please submit an Applicant File Request to Support@oacpcertificate.ca or fax the request to 647-777-8329. For questions about the pre-hiring stage or validation of authenticity please call: 647-777-8313

This is an official OACP Certificate of Equivalency. This certificate verifies the said applicant has completed all required stages of the pre-hiring system. Our system honours both previous and current assessment items.

Applicant is required to produce following documentation upon application:

Fitness Log

Medical Examination Package

Pre-2020 OACP Certificate of Results

Issuing Service: TNT Inc

Administrator: Theodore Parassakis, Director

Signature: *Theodore Parassakis*

Date Issued: _____

Fitness Log and Daily Journal(s) Analysis

Purpose

The fitness log was implemented so it could provide police recruitment units with an in-depth look to an applicants daily physical fitness routine.

Why remove the Police PREP?

It was established by the subject matter expert group (which was corroborated with a 2017 OACP study) that a high number of applicants (especially female) applicants failed the PREP because of lack of exposure and understanding of body mechanics when applying it to the push/pull machine. The OACP 2017 study found, majority of those female applicants that failed the Police PREP never returned. The Police PREP is still a accurate bona-fide physical form of measurement, however it is maximized at the Ontario Police College because it allows police recruits exposure to the machines.

Directions given to applicants:

Applicants are required to document 2 weeks worth of daily physical exercise. Applicants are also directed to thoroughly detail specific workouts when they run and strength training in the Fitness Daily Journal.

Pre-Hiring Assessment Tool Access

Access

Police recruitment units will have full access to applicant's test results once they apply to a service.

Our company OACP-TNT have been discussing with SIGMA (Research Psychologist Press) assessments to ensure we provide the most relevant, valuable, and unbiased data for our police recruitment units this coming new year. We would like to update you as the recruiter for your service on the following information:

- SIGMA will be conducting an intensive study on the results of the personality assessment used in our process to better define the normative data and ensure it is used in the proper application by our services. This directly correlates to minimizing cultural impact or potential misinterpretations of the results. This measure validates areas of potential concerns and indemnifies police action towards decision surrounding psychological screening. (The results of first 500 applicants will not be available for the month of January as this will be the research and development period for SIGMA).
- SIGMA will also be conducting a normative data study based on the cognitive ability assessment to ensure it provides the right value for interpretation.
- February 2020 will be the board of directors meeting with all Police Chiefs involved with the OACP. This will give an opportunity to critical analyze the data gathered from the application of the new system. We welcome all feedback and suggestions for improvement from police recruiters to reflect on improving the new system.

Police Access to Test Results

Each police recruitment unit will be given their own specific credentials to the SIGMA database. The police recruitment unit is then at liberty to access the applicants test results so that it may be obtained and interpreted in a timely manner.

Police recruitment unit credentials will be given within the coming weeks.