



"providing safe communities"

Police Recruitment Information Package



An Accredited Police Agency
An Equal Opportunity Employer

www.lethbridgepolice.ca



REQUIREMENTS AT A GLANCE

EDUCATION

Grade 12 Provincial High School Diploma or Provincial Equivalency Diploma

HEALTH

PHYSICAL HEALTH

- ⇒ Before a candidate is hired, they must successfully pass a pre-employment medical

PHYSICAL CONDITION

- ⇒ Applicants must be in excellent physical condition as demonstrated by their successful completion of the Alberta Physical Readiness Evaluation for Police (A-PREP)
- ⇒ A-PREP testing can be completed at “Be Fit for Life” centers within the Province of Alberta, or at any approved testing site across Canada
- ⇒ Applicants who have yet to compete the A-PREP can contact the Recruiting Officer at (403) 330-5022 or the Be Fit For life Centre at (403) 382-6919 for scheduling
- ⇒ Applicants preparing the A-PREP are encouraged to review the Fit To Serve document found on our website (www.lethbridgepolice.ca).

VISION

- ⇒ Applicants must have a vision report (*contained within the Application*) completed by an Ophthalmologist or Optometrist, which follows Occupational Health and Safety minimum vision standards. Applicants whose vision does not meet these standards will be deferred.
- ⇒ Applicants who do not require visual aids must have vision of:
 - 20/20 (6/6) in better eye & 20/30 (6/9) in poorer eye
- ⇒ Applicants who do require visual aids must have vision of:
 - 20/60 (6/18) in each eye (*uncorrected*), or
 - 20/40 (6/12) in better eye (*uncorrected*), & 20/100 (6:30) in poorer eye (*uncorrected*), and
 - 20/20 (6/6) in better eye (*corrected*), & 20/30 (6:9) in poorer eye (*corrected*)

The procedure of Orthokeratology is not acceptable as a means of visual acuity enhancement.

HEARING

- ⇒ Hearing aids are not acceptable
- ⇒ Minimum hearing threshold must be no greater than 30 d.B. in each ear. Averaged at 500 HZ, 1000HZ, 2000 HZ, and 3000 HZ in each ear.

CPR AND FIRST AID CERTIFICATES

- ⇒ Applicants must present proof of
 - Standard First Aid within the last 36 months
 - CPR Level B within the last 12 months

CHARACTER

- ⇒ Good demonstrated moral and ethical behavior

GENERAL

- ⇒ **Proof of Canadian Citizen (or Legal Permanent Resident)**
- ⇒ **Valid Class 5 Driver's License (or Provincial Equivalent)**
 - Good driving record – maximum of 5 (five) demerits
- ⇒ **Good written and verbal communication skills**
 - The most integral component of a police officer's duties is their ability to communicate and write effectively
- ⇒ **Criminal or Other Illegal Activity**
 - You have not engaged in any detected or undetected criminal or other illegal activity within the past three (3) years preceding the date of application
 - There are no outstanding criminal charges against the applicant
 - You were not found guilty (*including any disposition by discharge*) of any criminal offences in the five years preceding the date of application
 - Applicants with a criminal record must obtain a pardon before the application may be accepted

THESE REQUIREMENTS MUST BE MET IN ORDER TO BE SUCCESSFUL

**Each recruit candidate will be responsible
for any costs involved in their individual applications**

DETAILED INFORMATION

INTRODUCTION:

The Lethbridge Regional Police Service application and selection process is an open competition that identifies competitive applicants for employment. The usual duration of the selection process is several months. All phases of the application and selection process are assessed. You are striving to exceed the minimum standards and be more competitive than other qualified applicants in the process.

1. APPLICATION PACKAGE:

To initiate the selection process, you must complete the Employment Application form, ensuring that you have signed and dated the form, and enclosed the following documents:

Personal Disclosure Form

- Applicants must complete a Personal Disclosure Form (Ethics and Integrity Questionnaire) All applications from candidates who are not three years clear of criminal activity, detected or undetected, will not be considered.
- **Applicants with previous experience** as a police constable, special constable, other law enforcement officer, or other related position of public trust will complete the back section of the Personal Disclosure Form for **Experienced Officers**.

Consent to Take Computer Voice Stress Analysis Form

- This form **must be signed** by the candidate and returned to Lethbridge Regional Police Service in order to complete your application.

Authorization for Release of Information

- This form **must be signed** by the candidate and returned to Lethbridge Regional Police Service in order to complete your application.

**Applications that do not contain all of the above information
will be considered incomplete and will not be accepted.**

2. ADDITIONAL INFORMATION

The following additional information will be required for successful completion of the recruitment process:

Hearing Report

- Applicants must have a hearing report (*contained within the Application*) completed by a qualified registered nurse or Audiologist, which follows minimum hearing standards set out below:
 - Hearing aids are not acceptable
 - Minimum hearing threshold must be no greater than 30 d.B. in each ear. Averaged at 500 HZ, 1000HZ, 2000 HZ, and 3000 HZ in each ear.

Vision Report

- An ophthalmologist or optometrist **must complete** the Vision Report for the Lethbridge Regional Police Service. To facilitate the Optical Examination, Applicants must remove their visual aids:
 - In the case of contact lenses, 48 hours prior to the examination, and
 - In the case of eyeglasses, 24 hours prior to the examination.

First Aid and C.P.R. certificates

- Current certificates from bona fide programs (*photocopies only*)

Driver's Abstract

- A Driver's Abstract may be obtained by visiting the Motor Vehicles Branch office responsible for issuing your driver's license. Fees may vary depending upon the agency. More than five (5) demerits on your license will disqualify your application. Must be **current**, within 6 months of the date of your application.

3. COMPLETED APPLICATIONS

You may either mail or hand deliver your completed Application and all required forms and documentation to the Lethbridge Regional Police Service, 135 – 1 Avenue South, Lethbridge, Alberta, T1J 0A1.

4. SELECTION PROCESS SUMMARY

Advancement through the selection process is dependent upon **successful completion** of each stage in this competitive process.

Application Review

Applications are reviewed to ensure applicants meet the basic requirements

Personal Disclosure Form

Applicants must complete an Personal Disclosure Form (*Ethics and Integrity Questionnaire*), which will be reviewed for content and utilized during upcoming interviews, and Computer Voice Stress Analysis exams

Alberta Police Cognitive Abilities Test (APCAT)

Applicants will be required to achieve a passing grade (70%) on the APCAT.

Alberta Communications Test (ACT)

Applicants will be required to achieve a passing grade (55%) on the ACT.

A-PREP Test Results

Applicants are required to successfully complete the Alberta Physical Readiness Evaluation for Police (A-PREP) test. Results can be no older than 6 months prior to the date of Application.

Personal Disclosure Interview (PDI)

Based on the Personal Disclosure Form completed and submitted with the application.

Behavioral Descriptive- Panel Interview (BDI)

Based on the Behavioral Descriptive Interview (**S/T.A.R.**) format, applicants must demonstrate their ability to effectively communicate/articulate their answers to the panel, based on their personal experiences.

Applicants should be prepared to provide reference letters at the BDI-Panel Interview from three (3) reputable adults who can attest to the candidate's character.

Computer Voice Stress Analysis Truth Verification Exam – (C.V.S.A.)

Applicants will participate in a C.V.S.A. Exam, which reexamines information elicited from their Personal Disclosure Form and Interviews.

Applicants are expected to make full and complete disclosure prior to the commencement of the C.V.S.A. exam.

Applicants will not be deferred based solely on the results of these exams.

Psychological Evaluation

Applicants will participate in Psychological Evaluation exams.

Background Investigation

A comprehensive background investigation will be conducted, which includes:

- Previous Employment
- Reference & Credit checks
- Home Visits
- Education

Presentation to Selection Committee

Competitive applicants will have their files presented to Executive Officers for selection of final applicants.

Medical Examination

Applicants who were successful at Selection, will undergo a thorough pre-employment Occupational Health and Safety medical examination by an O.H.& S. Doctor selected by the Lethbridge Regional Police Service.

5. DEFERRAL POLICY

All test results are the exclusive property of the Lethbridge Regional Police Service. Applicants may not be provided with detailed test results.

Applicants may be deferred at any stage of the application process if they are unable to meet requirements.

Applicants who are deferred may reapply at the expiration of their deferral period, and must resubmit a current application and accompanying documentation at that time.