



Courage. Safety. Service.

Police Recruitment Information Package



*An Accredited Police Agency
An Equal Opportunity Employer*

www.lethbridgepolice.ca



REQUIREMENTS AT A GLANCE

<i>Minimum Hiring Criteria</i>	
Age	Be least 18 years old.
Education	Have Alberta Grade 12 or equivalent (certificate required).
Citizenship	Have Proof of Canadian citizenship or permanent residency.
Driving History	Driver's abstract dated within one year of application. With no more than five (5) Demerits points.
Criminal History	Not have a criminal record for which a pardon has not been granted (proof of pardon required), nor have any criminal charges before the courts.
First Aid Certificate	Have a Standard First Aid Certificate, which must be valid at start of training.
CPR Certificate	A current CPR "B" Certificate, which must be valid at the start of training.
Vision	Must submit a vision report meeting the minimum vision requirements approved by the Ministry.
Hearing	Must submit a hearing report that meets the minimum hearing requirements approved by the Ministry.
Physical Condition	<p>Applicants must be in excellent physical condition as demonstrated by their successful completion of the Alberta Physical Readiness Evaluation for Police (A-PREP).</p> <p>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.</p> <p>Applicants who have yet to complete 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.</p> <p>Applicants preparing for the A-PREP are encouraged to review the Fit To Serve document found on our website.</p>
Character	Good demonstrated moral and ethical behavior.
Medical Clearance	Must obtain medical clearance from a physician to participate in physical readiness/fitness evaluation.
Required Documentation	Submit all required forms/releases (i.e., release of information form).

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 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 Polygraph Examination Form

- This form **must be signed** by the candidate and returned to Lethbridge 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 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:

Unaided Criteria

Pure-tone threshold measured under audiometric earphones shall not exceed 25dB HL in each ear at the following frequencies: 500, 1000, 2000, 3000 and 4000 Hz. Minimum hearing threshold must be no greater than 30 dB in each ear. Averaged at 500 HZ, 1000HZ, 2000 HZ, and 3000 HZ in each ear.

Aided Criteria

Individual assessments by an audiologist are recommended for candidates with any type of hearing aid, who then must decide whether the candidate is able to perform within the CSS Hearing Performance Standard criteria established for the sound field.

Digital Programmable hearing aids are the technology of choice.

Hearing aids must be recommended and fit by an Audiologist registered with the College of Audiologists and Speech Language Pathologists.

Vision Report

- An ophthalmologist or optometrist **must complete** the Vision Report for the Lethbridge 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 one year 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 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 meet the cut score of 70% on the APCAT. Successful APCAT scores are valid for five years. Following the first attempt applicants must wait one month from the date of testing to rewrite. Following failed second attempt applicants must wait three months from the date of the second attempt. If the third attempt is failed this results in a lifetime deferral – the applicant will no longer be eligible to write the APCAT and will be deferred from applying to any municipal police agency in Alberta.

Alberta Communications Test (ACT)

Applicants will be required to meet the cut score of 55% on the ACT. Successful ACT scores are valid for five years. Following the first attempt applicants must wait one month from the date of testing to rewrite. Following failed second attempt applicants must wait six months from the date of the second attempt to rewrite. The waiting period then doubles after each unsuccessful ACT test attempt; i.e. if you are unsuccessful on your third attempt, the waiting period increases to 1 year, fourth unsuccessful attempt will increase to 2 years and so on.

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.

Drivers Abstract Review

Applicants are required to provide a Drivers Abstract Review. More than five (5) demerits on your license will disqualify your 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.

Polygraph Exam

Applicants will participate in a Polygraph Exam, which re-examines information elicited from their Personal Disclosure Form and Interviews.

Applicants are expected to make full and complete disclosure prior to the commencement of the Polygraph 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 Police Service.

5. DEFERRAL POLICY

All test results are the exclusive property of the Lethbridge 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.