



## Professional Standards Investigator Course

The Belleville Police Service in cooperation with Loyalist College are pleased to offer a one-week Professional Standards Investigator course. This course is designed for members of police services that are involved in the administration of public and internal complaints, the investigation of complaints, and human resource management. The training would also be ideal for in-service training personnel and those involved in risk management. Police association representatives would find the course very beneficial.

This is an intensive five-day course, which includes an exam and a number of group exercises based on case studies of allegations of police misconduct. Course instruction includes:

- Related PSA Legislation including Part V and the Code of Conduct
- Overview of Civilian Oversight and related investigations
- Mechanics of PSA Investigations
- Professional Ethics
- Investigative Reports and Notetaking
- Investigative Interviewing
- Search and Seizure
- Case Law including Charter decisions
- Alternative Dispute Resolutions
- Case Management of Complex Investigations including Project Management
- PSA Prosecutions and PSA Hearing Preparation

The course instructors are retired OPP Chief Superintendent Peter Shadgett, former Professional Standards Bureau Commander with the OPP who brings with him a significant investigative and training background. The second instructor is retired OPP Chief Superintendent Mike Shard, also a former Professional Standards Bureau Commander who brings with a significant background in PSA prosecutions and specializes in Alternative Dispute Resolution.

### **Assessment Standards**

Written exam, group work, and in-course assignment are part of the assessment process. Candidates must successfully complete the above assessment criteria. Assessment is based on a Pass (P) or Fail (F). Successful candidates receive a course certificate.

**Candidate Eligibility:** Police officers, lawyers and police association representatives involved in police discipline matters including hearings pursuant to Part V as well as informal resolutions, alternate dispute resolution processes, and human resource management. Lawyers may apply for accreditation to the Law Society of Upper Canada for Professional Development Hours.

**Certification:** A Certificate of Completion will be issued by Loyalist College.



**Course Location:** Loyalist College, 376 Wallbridge-Loyalist, Belleville, ON K8N 5B9.  
Parking passes will be provided for no cost.

**Course Date:** February 12 – 16, 2018. 8:00 – 4:30 p.m. (Please arrived 7:45 a.m. first day of course). Registrations accepted until February 5, 2018.

**Course Registration:** **Tiffeny Dyck**  
**Coordinator, Loyalist Training and Knowledge Centre (LTKC)**  
**Loyalist College, Belleville, ON**  
(T) 613-969-1913, ext 2294. (F) 613-966-5945  
[tdyck@loyalistic.on.ca](mailto:tdyck@loyalistic.on.ca)

**Register Online** at [www.loyalisttraining.com](http://www.loyalisttraining.com).

*(Hover on the “training” tab, then “Corporate Workshops” then choose the “Police/Legal Service” tab.)*

**Registration Cost:** Cost is \$1100.00 (plus HST) for the course. Registration cost includes all course materials (textbook, memory sticks), break & lunch, and parking cost.

**Textbook:** Ceysens, P. & Childs, S. (2017), **Ontario Police Services Act, fully annotated**, Salt Spring Island, BC: Earls court. (This is the **latest edition** of Ceysens & Childs and is mandatory for the course).

**Attire:** Business Casual

**Accommodations:**

Travelodge Hotel – 11 Bay Bridge Road, Belleville , Ontario K8P 3P6

**Special Rate:** \$109 plus tax per night and will include complimentary hot breakfast each morning, parking and wifi access.



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Time	Monday February 12, 2018	Tuesday February 13, 2018	Wednesday February 13, 2018	Thursday February 14, 2018	Friday February 15, 2018
08:00 – 11:00	<b>Introductions/Welcome</b> ➤ Course expectations ➤ Evaluation/assessment ➤ CeysSENS materials/text ➤ Pre-course Exam ➤ Course assignment <b>Overview of Civilian Oversight Investigation</b> ➤ Mechanics of an Investigation ➤ Basic Investigative Sequence	<b>PSB Investigations</b> ➤ Case Management ➤ Investigator Role ➤ Investigative Process ➤ Investigative Bias ➤ Case Law <b>Case Management of Complex Investigations</b> Ethical Principles (NMM, Power, Rose, Izzett)	<b>Interviewing</b> ➤ Basic Principles and Structure ➤ Interviewing (R. v Calder) ➤ Compelled Interview ➤ P.E.A.C.E. Model ➤ Cognitive Interview ➤ Truth vs. Deception Interrogation	<b>Alternate Dispute Resolution (Mike Shard/Peter Shadgett)</b> ➤ Conflict Resolution for PSA Investigators ➤ Interests ➤ Communications ➤ Dealing with Fight-Flight instincts and emotions ➤ Overcoming Barriers	<b>PSA Hearings Prep</b> ➤ Checklist ➤ Notices/Documents What should it look like in a Criminal vs. PSA process  <b>Group Presentations</b>
11:00 – 12:30	<b>Overview PSA Investigation</b> ➤ Qualities/Competencies of an Investigator – Maodus ➤ Charter Issues, SCC Decisions ➤ Professionalism/ Ethics ➤ Objectives/Types of PSA Investigations	<b>Note Taking/Report Writing</b> ➤ Schaeffer v. Wood ➤ Other related case law ➤ Police Service Act Trials ➤ Prep Trial Briefs Notices, Exhibits, Templates	<b>Search and Seizure (Shadgett/Shard)</b> ➤ Search & Seizure Authorities: with/without Judicial Authorization ➤ Provincial Authorities ➤ Criminal Authorities ➤ Current Trends/Challenges	<b>Alternate Dispute Resolution (Shard/Shadgett)</b> ➤ Options and Process under PSA (Shuttle, face-to-face, external mediator) ➤ Scenarios to build basic skills	<b>Group Presentations</b>
12:30 – 13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30 – 15:30	<b>Overview of PSA Investigation</b> ➤ OIPRD/Internals ➤ Parallel/ Sect. 11/Criminal ➤ Factors that cause an investigation to fail/police conduct/Noble Cause Corruption (Hill, Izzett, Rose)	<b>Case Management of Complex Investigations</b> ➤ Corruption, Covert and Undercover Investigations ➤ Part VI investigations ➤ Electronic Surveillance ➤ Expectation of Privacy ➤ EAP/Operational Stress	<b>Case Management of Complex Investigations (Shadgett/Shard)</b> ➤ Intelligence vs. Evidence ➤ Eye Witness Identification ➤ Forensics and other evidence ➤ Role of Prosecutor	<b>Project Presentation</b>	<b>Lessons Learned</b>  <b>Final Exam</b>
15:30 – 16:30	<b>Group Exercise</b>	<b>Group Exercise</b>	<b>Group Exercise</b>	<b>Project Presentation</b>	<b>Course Evaluation</b>