THUNDER BAY POLICE SERVICE

TBPS: Applicant Guide

Cadet, Experienced Officer & Special Constable

Thunder Bay Police Service

Applicant Guide

Disclaimer

The information contained in this guide is readily available through other sources, including the 'Thunder Bay Police Service' (TBPS) website. However, it is presented in this manner that highlight key areas of the application process and provides specific guidance in an attempt to optimize the applicant's success. This guide is not intended to replace all other sources of information regarding the TBPS Constable Selection Process (CSS), nor should it be interpreted as any guarantee or promise of a favourable outcome to the TBPS CSS. For more information about our Cadet, Constable or Special Constable hiring processes, you may wish to consider contacting Human Resources in one of the following ways:
recruitment@thunderbaypolice.ca
Phone: 807-684-1200, Ext: 1111

There are currently 6 (six) steps in the Recruiting Process. Three of those steps are ones that **YOU** can control. Adequate preparation is essential to success in the Fitness Test, the Local Focused Interview, and the Essential Competencies Interview. Other steps in the process include the medical and psychological assessments and are not of a kind that you can prepare for in order to 'pass', so to speak. Your process will begin with the submission of an application to recruitment@thunderbaypolice.ca. Once you have gathered all of your required documents and sent them to Human Resources, you will also need to complete your Pre-Background Questionnaire (PBQ), Personal History Form and Service Waivers. These are straightforward documents that we use to get to know you. Please answer the questions as best you can and above all else, be honest. We may discuss some things from your PBQ with you and it's important that you be honest. This includes that you not omit things that might be important for us to know (ie previous driving issues, employment issues, etc). Again, we're testing honesty and integrity. We can hire people who have made mistakes in the past, but we can't hire dishonest people, or individuals with questionable integrity.

We are an equal opportunity employer and encourage diversity in our workplace. Accomodation is available for applicants with a disability.

Meet the TBPS Recruitment Team

Our dynamic recruitment team, comprised of both civilian and uniform members, are dedicated to supporting you through the recruitment process with Thunder Bay Police Service.

Constable Blain Joynson

Constable Joynson has been a member of TBPS since 2014; however, he has been a Police Officer since 2008. Constable Joynson is here to guide you through all stages of the recruitment process and is dedicated to helping you be successful in your career journey.

Our dedicated Human Resources team is excited to provide you with support throughout the recruitment process and your potential future employment with TBPS.

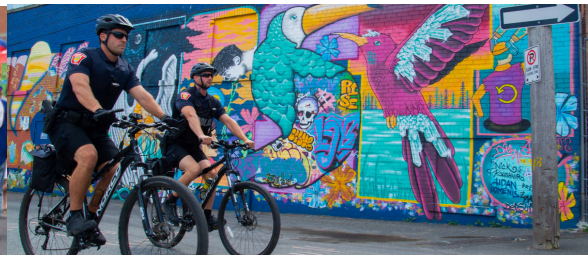
Welcome to
Thunder Bay Police Service

Our Mission:
With integrity and compassion, we partner with communities to deliver policing that improves safety and trust.

Our Vision:
A safe community. A trusted service.

Our Values

Partnership	We build strong, respectful partnerships to enhance community safety. Through coloaboration, we foster trust, share resonsibility, and support collective wellbeing.
Integrity	We uphold trust through honesty, transparency, and accountability - always guided by compassion, fairness, and respect.
Public Service	We serve with purpose - listening with intention, acting with openness and consistency, to meet community needs.
Excellence	We strive for the highest standards of policing through innovation, professionalism, and a commitment to continuous improvement.
Equity, Diversity & Human Rights	We treat everyone with dignity, fairness, and respect. We champion inclusion and uphold human rights in all our interactions.



Application Process - Cadet

Stage	Requirements
Stage 1: Submit your Application	Please include the following documents: • Cover Letter • Resume • OACP Pre-Application Certificate • OACP Application Form • Hearing/Vision Test • Proof of Secondary Education • Proof of First Aid/CPR • Fitness Journals/Logs
Stage 2: Provide the Required Documents	Complete the following documents which will be sent to you by the Recruitment Team: • OACP Release of Information Form • TBPS Waiver • Personal History Form • Pre-Background Questionnaire • Applicant Survey
Stage 3: Fitness Test	PIN Test - Minimum overall 75% Shuttle Run - Minimum level 7
Stage 4: Interview	Successful completion of: Local Focused Interview Essential Competency Interview *Note, this is completed during one appointment
Stage 5: Psychological Test	Successful completion of the TBPS psychological evaluation in coordination with Sullivan & Associates
Stage 6: Background Investigation	Successful completion of a background investigation conducted by TBPS
Pre-Employment Medical Examination	Successful completion of a medical examination completed in coordination with Oak Medical Centre

Application Process - Experienced Officer

Experienced officers who have graduated from the Ontario Police College, or another recognized Canadian police training facility and are current serving police officers with another Canadian police service can submit their application through the Experienced Officer program.

Stage	Requirements
Stage 1: Submit your Application	Please include the following documents: • Cover Letter • Resume • Copy of your Basic Constable Training diploma from the Ontario Police College or equivalent diploma • Proof of First Aid/CPR
Stage 2: Provide the Required Documents	Complete the following documents which will be sent to you by the Recruitment Team: • OACP Release of Information Form • TBPS Waiver • Personal History Form • Pre-Background Questionnaire
Stage 3: Fitness Test	PIN Test - Minimum overall 75% Shuttle Run - Minimum level 7
Stage 4: Interview	Successful completion of: Local Focused Interview Essential Competency Interview *Note, this is completed during one appointment
Stage 5: Psychological Test	Successful completion of the TBPS psychological evaluation in coordination with Sullivan & Associates
Stage 6: Background Investigation	Successful completion of a background investigation conducted by TBPS
Pre-Employment Medical Examination	Successful completion of a medical examination completed in coordination with Oak Medical Centre

Application Process - Special Constable

Stage	Requirements
Stage 1: Submit your Application	Please include the following documents: • Cover Letter • Resume • OACP Application Form • Hearing/Vision Test • Proof of Secondary Education • Proof of First Aid/CPR
Stage 2: Provide the Required Documents	Complete the following documents which will be sent to you by the Recruitment Team: • OACP Release of Information Form • TBPS Waiver • Personal History Form • Pre-Background Questionnaire • Applicant Survey
Stage 3: Fitness Test	Overall minimum combined score of 75% on the PIN and Shuttle Run Test
Stage 4: Interview	Successful completion of: Local Focused Interview Essential Competency Interview *Note, this is completed during one appointment
Stage 5: Psychological Test	Successful completion of the TBPS psychological evaluation in coordination with Sullivan & Associates
Stage 6: Background Investigation	Successful completion of a background investigation conducted by TBPS
Pre-Employment Medical Examination	Successful completion of a medical examination completed in coordination with Oak Medical Centre

Preparing for the Fitness Test

The physical standard set for students to graduate from the Ontario Police College (OPC) consists of three components:

- The Fitness PIN Test
- PREP Test
- The 20-metre Shuttle Run

As a result, applicants are tested on both shortly after applying to the Thunder Bay Police Service. This is in addition to the OACP Certificate's student physical fitness logs.

In preparation for the Fitness Test, take a moment to review the following:

PIN Test Training Exercises - https://pfpo.org/wp-content/uploads/2020/10/PIN-Test-Training-Exercises-Booklet.pdf

PFPO Videos - https://pfpo.org/videos/

20-metre Shuttle Run - https://www.youtube.com/watch?v=_hjM6hJ-Hrw

Practice and preparation are the key to success. Ensure you have enough time to prepare prior to your test.

The Local Focused Interview

This interview is intended to test the most general levels of the applicant's suitability for the policing profession. Questions will be asked to determine if the profession poses an unreasonable risk to the applicant, or if the applicant poses risk or liability to the TBPS.

It has three (3) **primary objectives**:

- To address any issues regarding the application package and to cover administrative requirements such as declarations or waivers
- To ask 'general' questions to determine the applicant's level of awareness of the TBPS and of the Thunder Bay Region. It is not required to know an extensive amount, but it must be made clear that some general research has been made. Questions will also address a general awareness of police work, and in particular the risks associated to the work.
- Issues that would impact the application process, such as previous arrests/charges, online (social media) profiles and publications, and characteristics of the workplace (ie shiftwork, use of force, driving history, use of drugs/alcohol, previous police contact)

Tip! We want explanations, not excuses. It is best to be honest, as police recruiters we are likely to know the answer to these questions already, however we are testing your honesty and integrity, essential characteristics of police officers or special constables.

Be prepared to answer questions such as:

- What do you know about TBPS?
- How have you prepared for this position?
- What does policing mean to you?
- What are the challenges of modern day policing?

The Essential Competencies Interview

The objective of our ECI, from the perspective of the TBPS, is to determine the suitability of the candidate to perform the policing role. The interview attempts to achieve this by asking the candidate to provide a brief overview/summary of a time when the following key competencies were demonstrated. It is important to know that the example needs to be one that can be verified AND has to have occurred within the past two years.

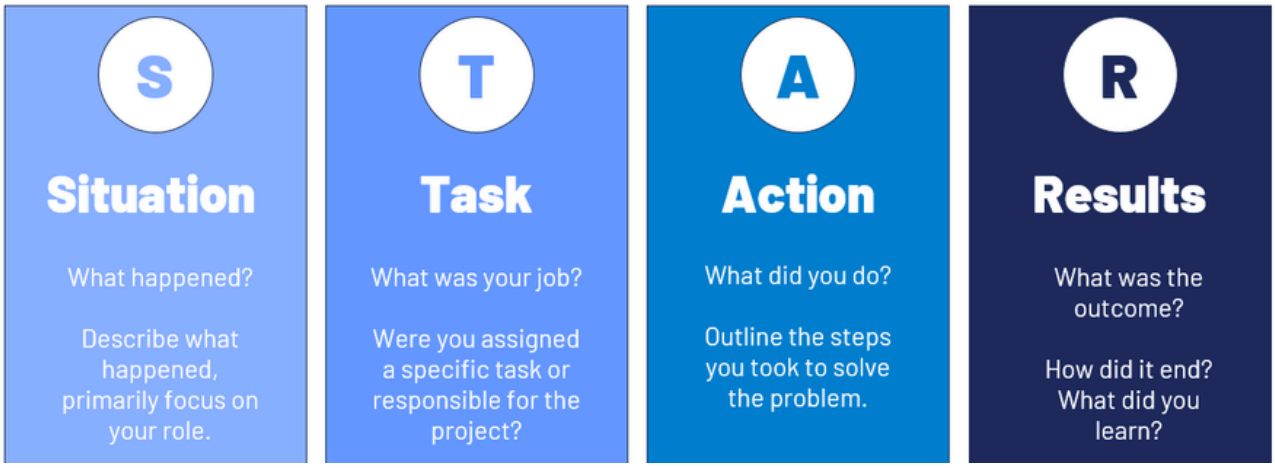
Competency	Description
Resiliency	The ability to withstand adversity and bounce back from difficult life events is critical to a long and healthy policing career. To demonstrate this, candidates will describe a challenge they have faced and the steps they took to manage the resulting stress of that period or event.
Teamwork	This example needs to demonstrate your ability to work cooperatively with members of your team. You can do this by demonstrating that you contribute to a positive team environment, and help the team achieve established goals.
Problem Solving	This includes the identifying of problems, the implementation of solutions and the evaluation of outcomes. This example is intended to demonstrate that the candidate can find ways to overcome or solve problems or issues that are unfamiliar to them.
Communication	Effective communication is a critical part of the policing role. Effective listening, acquiring understanding through both spoken and non-verbal communication, written communication skills for report writing, and soft skills such as empathy, are all critical.
Leadership	The ability to demonstrate self-confidence and leadership skills is essential to policing. Use this example to demonstrate your role in steering others (even if it's just one other person) toward some goal.
Inclusivity	You will be asked to provide an example of a time you worked with at least one other person from a different background (ie. Ethnic, cultural, gender, sexual orientation, etc.), where being aware or being knowledgeable about that person's different background was important to achieving a goal.

Interviewing with TBPS

It's important to remember that we are trying to learn about you through the examples you provide. Before providing your example, you will be asked to give a brief overview to explain the 'who', 'what', 'where', and 'when' of your story. It's a 'movie trailer' version that we can use to determine if the example is suitable. For this reason, it's a good practice to have additional 'back-up' examples just in case.

A suitable example is one that is:

- From within the previous 2-years (with the exception of the Resilience)
- Verifiable (ie. Proven by speaking to others or through investigation)
- Relevant to the question
- Involves a situation in the workplace, a school, or in the community
- Ideally is presented using the STAR method



Share an example of when you had to adapt to a team member's working style.	
Situation	A few months ago, I was assigned to work on a project with a coworker from another department.
Task	Our task was to develop processes for several new services our agency introduced to our clients. After the initial meeting, I noticed big differences in how he and I approach work. I'm flexible and tend to focus on the big picture. He's detail-oriented and prefers a structured approach.
Action	We decided to split the work accordingly. I focused on the goals of these new services and how to best follow them through procedures. I also worked on identifying key milestones and major project components. He, in turn, worked on granular steps, created structured plans for each project phase, and developed in-depth documentation and manuals explaining the processes.
Results	We ended up completing the project a week before the deadline and with minimal reiterations from the management team. The experience taught me that such a big difference in working styles is not a disadvantage: on the contrary, it's a complementary strength that helps us contribute to the team and the company in the best possible way.

Frequently Asked Questions

Q: What is the OACP Certificate?
A: The OACP Certificate is administered, authorized and approved by the Ontario Association Chiefs of Police which applicants must obtain prior to commencing their application process to become a police officer in Ontario.

Q: How much does the certificate cost?
A: The current cost of the OACP Certificate testing is $250.00 CAD not including HST. The Thunder Bay Police Service is now reimbursing the cost of the OACP Certificate ($250 + tax). Reimbursement will occur upon successful completion of the recruitment process and required training. A copy of the certificate and payment receipt is required at that time.

Q: Can I submit my application without my vision and hearing test completed?
A: TBPS understands that it may take time to complete an appointment with a medical professional. Please indicate in your application when your appointment is scheduled for and ensure the testing results are provided as soon as possible.

Q: I have submitted my initial application (stage 1), when will I hear from TBPS regarding stage 2?
A: Our recruitment team will be in contact with you once your initial application is processed, this may take 1 - 2 business days.

Q: What do I do with my Fitness Log?
A: You are to complete a fitness log prior to your application to a police service of your choosing. You can start it on any day of the week, however, please note you must complete two full weeks worth of tracking, including rest days. Once you have completed your fitness log, you are to submit it along with your application package to the police service you wish to apply to.

Q: Do I need to have my pre-medical examination completed prior to completing the application process?
A: No. The pre-employment medical examination is a condition outlined in the conditional offer of employment. A member of the Recruitment Team will provide you with directions on when and how to complete this examination once an offer of employment is issued.

Q: I was unsuccessful at the fitness test. Does this mean I am not eligible to reapply?
A: No! Applicants who were unsuccessful at the fitness test can reapply after 6-months. We encourage applicants to take this time to prepare.

1200 Balmoral Street
Thunder Bay, ON
P7B 5Z5

807-684-1200

recruitment@thunderbaypolice.ca