



Toronto Police Service Auxiliary Program (Information and Application Package)

The Toronto Police Auxiliary program was originally formed in 1956 as a section of the Metropolitan Toronto Civil Defence Organization. Today, it is one of the finest Auxiliary Units in North America.

The primary duty of an Auxiliary member is to be available and competent to perform police duties when accompanied and supervised by a Police Officer and at the same time, authorized to do so by the Chief of Police. This may be applicable during an emergency whereby the regular police members of the Toronto Police Service are inadequate in number to meet the needs of the situation.

On a daily basis, however, the Auxiliary member may be asked to assist the regular Police members with any of the following duties.

- Community response initiatives
- Canvassing and searching with respect to evidence or missing persons
- Maintenance of Police perimeters
- Registration and or identification of community property, i.e. bicycles
- Community functions and events such as Police Week, parades, fairs, etc.
- Community safety audits and other crime prevention programs, i.e. Child Find
- Renewal of community Night Listing data
- Serving on Community Police Committees
- Assistance with the operation of the Toronto Police Information booths, Community Police Offices and Collision Reporting Centres

What are some of the benefits in becoming an Auxiliary member of the Toronto Police Service?

- The Toronto Police Service provides each Auxiliary member with a uniform, equipment and training
- The Auxiliary member is afforded an opportunity to develop an understanding of the Police function within the community
- Experience gained as an Auxiliary volunteer will allow a prospective candidate for the regular service to determine his/her suitability for the position of Police Constable.
- An Auxiliary member, while on duty, is covered by the Workplace Safety and Insurance Board
- Satisfaction in knowing that a member has made a personal contribution to the well being of his/her community

What are the BASIC REQUIREMENTS for application to the Toronto Police Service Auxiliary Program?

- Be a Canadian citizen or permanent resident of Canada
- Be a minimum of 18 years of age
- Ontario Secondary School Diploma (Grade 12) or official transcript of High School marks OR IF SCHOOLED OUTSIDE THE PROVINCE OF ONTARIO, an educational equivalency which has been completed by the Ministry of Education. *IF YOU DID NOT RECEIVE YOUR POST SECONDARY EDUCATION IN THE PROVINCE OF ONTARIO, YOU WILL BE REQUIRED TO PRODUCE AN EQUIVALENCY ASSESSMENT. Please refer to the applicant resource listing.*
- Possess Standard First Aid and Level 'C' CPR certificates
- Not have been convicted of a criminal offence for which a pardon has not been granted
- Be a fully licensed driver and meet all the requirements of the Graduated Licensing System in the province of Ontario, having accumulated no more than 6 demerit points.
- Meet the vision standards which include, colour, peripheral and depth perception requirements, have uncorrected visual acuity of 20/40 and best corrected acuity of 20/30 with both eyes open (binocularly)
- Be physically able to perform the duties of the position, with regard to personal safety and the safety of the public
- Be of good moral character and habits
- Due to the amount of time required in the selection and training process we ask all members to stay for a minimum of one year.

NOTE: applicants who do not meet **all** of the above requirements will not be considered for this **VOLUNTEER** position.

In accordance with the Ministry of Community Safety and Correctional Services, Private Investigators and Security Guards Act, Bill 159, (2004), a person holding a Private Investigators licence will not be an eligible candidate for the Toronto Police Service Auxiliary Program (Auxiliary Program).

A person currently licensed as a security guard, or one who holds a dual licence may make application to the Auxiliary Program if it is determined that they do not directly or indirectly participate in any investigative capacity. Notwithstanding, a complete background investigation will be conducted to determine if a conflict of interest may exist.

Successful candidates will be required to complete a letter of undertaking between the Toronto Police Service, themselves and their employer prior to being accepted into the Auxiliary Program.

Candidates are required to:

- volunteer a **minimum of 150 hours per year**
- Reside in the Greater Toronto Area (Toronto, Durham, York, Halton or Peel Regions)
- Complete all ongoing training as required

NOTE: All auxiliary members are expected to adhere to all Toronto Police Service uniform appearance procedures and any other Service governance as it pertains to their role as auxiliary members.

The following is a list of contacts that may assist you in obtaining documentation, or information necessary to meet the minimum requirements for a position as a **VOLUNTEER Auxiliary member** in Toronto.

Applicants educated in or outside the Province of Ontario can obtain equivalency assessments by requesting an application form from:

- International Credential Assessment Service of Canada (ICAS)

Ontario AgriCentre
100 Stone Road West, Suite 303
Guelph ON N1G 5L3
Tel: (519) 763-7282
Toll free: 1-800-321-6021
Fax: (519) 763-6964
Email: info@icascanada.ca
Website: www.icascanada.ca

- Academic Credentials Evaluation Service (ACES)

York University, Student Service Centre
Phone #: 416-736-5787
E-mail: dstadnic@yorku.ca
Website: www.yorku.ca/web/futurestudents/contact.html

- World Education Services-Canada (WES Canada)

45 Charles Street East, Suite 700
Toronto, On M4Y 1S2
Tel: 416-972-0070
Fax: 416-972-9004
Toll Free: 1-866-343-0070
Email: canada@wes.org
Website: www.wes.org/ca/contact.asp

Applicants who did not complete their high school education can obtain information about the High School Equivalency Assessment by contacting:

- GED Coordinator

Independent Learning Centre
2180 Yonge Street, 7th Floor
or
PO Box 200, Station Q
Toronto, ON M4T 2T1
Phone: 416-484-2737 or 1-800-573-7022
Fax: 416-484-2750
E-mail: ged@tvontario.org

To obtain a record of current demerit point accumulations contact:

- Ministry of Transportation
Licensing Administration Office
Data Accessing and Control Unit
Building A
Phone: (416)-235-2999 or 1-800-387-3445
Email: lao@mto.gov.on.ca
Website: www.mto.gov.on.ca

For information concerning pardons, contact:

- National Parole Board of Canada
Clemency and Pardons Division
410 Laurier Avenue West, 9th Floor
Ottawa, Ontario K1A 0R1

Phone: 613-941-4981 or 1-800-874-2652

Website: <http://npb-cnlc.gc.ca/>

For information concerning the sealing of records related to absolute and conditional discharges, contact:

The Royal Canadian Mounted Police

Pardon and Purge Services

P.O. Box 8885

Ottawa, Ontario K1G 3M8

Phone: (613) 998-6362 or 1-800-874-2652

Fax: (613) 957-9063 [*Attn: Purge Unit*]

Website: rcmp-grc.gc.ca/crimec/pandp_e.htm

Take a moment to review the basic requirements. Assess yourself and determine if you meet these requirements. If you feel you are ready to make this commitment as a *VOLUNTEER* Auxiliary member, we would like to hear from you.

Upon receipt and review of your application, you may be contacted with respect to an interview.

Should you be contacted for an interview, you will be required to present **original** documents with respect to the basic requirements, i.e. driver's licence, proof of citizenship or status in Canada, proof of educational qualification, and a pardon (if applicable). Failure to produce these documents may result in forfeiture of your interview.

Preparing for your interview

- The interview process will take approximately 1 hour to complete
- Before attending for your interview, ensure again that you meet the basic requirements
- Prepare an updated resume, if possible, for submission on the date of the interview
- Familiarize yourself with the Auxiliary Information Pamphlet
- Note that the questions are formatted so that the following abilities are identified: working within a team, leadership skills, initiative and problem solving.
- Be honest and ***BE YOURSELF***

******* PLEASE READ ALL OF THE ABOVE INFORMATION CAREFULLY PRIOR TO COMPLETING THE APPLICATION FORM AND PERSONAL HISTORY FORM, THEN RETAIN FOR YOUR OWN RECORDS.**

DOWNLOADS:

The Auxiliary Application Package includes the following:

- Civilian Application
- Civilian Waiver
- Personal History Forms
- Checklist

To obtain *further information* about the Toronto Police Service Auxiliary Program contact:

Auxiliary Coordinator: 416-808-0618 or 416-808-0631 information line

Completed application packages must be returned to the Employment Office in person

Toronto Police Service

Employment Unit – Auxiliary Program

40 College Street, 2nd floor

Toronto, Ontario

M5G 2J3