COURSE OUTLINE: PFP411 - APPLICANT TEST PROCE

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Approved: Karen Hudson, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	PFP411: APPLICANT TESTING PROCEDURES
Program Number: Name	1202: POLICE FOUNDATIONS
Department:	CRIMINAL JUSTICE
Academic Year:	2023-2024
Course Description:	This course is designed to introduce students to the various law enforcement agencies` entrance requirements. Also, to assist the students in preparation for and selection of careers in the vast pool of different policing agencies. Strategies for success will include time management and interviewing preparation as a candidate for employment within the different policing agencies. Focus will also be on police officer competencies, communication skills and other qualities necessary in law enforcement.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	PFP409
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**1202 - POLICE FOUNDATIONS** VLO 1 Complete all tasks in compliance with pertinent legislation, as well as policing standards, regulations and guidelines. VLO 3 Be accountable for ones actions when carrying out all tasks.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 10 Manage the use of time and other resources to complete projects.
Course Evaluation:	Passing Grade: 60%, C A minimum program GPA of 2.0 or higher where program specific standards exist is required

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for graduation.

Course Outcomes and Learning Objectives:	**Course Outcome 1**	**Learning Objectives for Course Outcome 1**
	1. Essential Competencies These are knowledge, skills and abilities which a candidate must demonstrate before becoming a police officer.	1.1 Analytical Thinking. The ability to analyze situations and events in a logical way, and to organize the parts of a problem in a systematic way. 1.2 Self-confidence A belief in your own abilities and judgment, and a recognition of personal limitations and development needs. 1.3 Communication The ability to demonstrate effective listening, verbal and written communication skills. 1.4 Flexibility/Valuing Diversity the ability to adapt your approach in a variety of situations, and to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socioeconomic circumstances. 1.5 Self-control The ability to keep your own emotions under control and to restrain negative actions when provoked or when working under stressful conditions. 1.6 Relationship Building The ability to develop and maintain a network of contacts, both inside and outside the police service. 1.7 Achievement Orientation The desire for continuous improvement in service or accomplishments. 1.8 Medical/Physical Skills & Abilities Job-related medical/physical skills and abilities, including vision, hearing, motor skills, cardiovascular endurance and upper-body strength.
	Course Outcome 2	**Learning Objectives for Course Outcome 2**
	2. Developmental Competencies These competencies can be acquired through training after a person has been hired as a police officer. However, some police services may have immediate need for specific skills and abilities which are developmental and may choose to include these in the hiring process.	2.1 Information Seeking The ability to seek out information from various sources before making decisions. 2.2 Concern for Safety The ability to exercise caution in hazardous situations in order to ensure safety to self and others. 2.3 Assertiveness The ability to use authority confidently and to set and enforce rules appropriately. 2.4 Initiative Demonstrated ability to be self-motivated and self-directed in identifying and addressing important issues. 2.5 Cooperation The ability to collaborate with others by seeking their input, encouraging their participation and sharing information. 2.6 Negotiation/Facilitation The ability to influence or persuade others by anticipating and addressing their interests and perspectives
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	3. Basic Communication Skills - Written and Oral	3.1 Understand and demonstrate functional written communication skills. 3.2 Demonstrate the ability to analyze written police reports. 3.3 Demonstrate the ability to produce concise written police reports. 3.4 Demonstrate the ability to issue written police orders. 3.5 Types and barriers of oral communication

	Course Outcome 4	Learning Objectives for Course Outcome 4
	4. Interviewing Principles	4.1 The Do`s and Donts of interviewing 4.2 S.T.A.R. principles (Situation, Task, Action and Result) 4.3 The 5 P`s of interviewing (Prepare, practice, professional, participate and passion/personality)

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignment 1(Interview Questions)	15%
Assignment 2 (Resume)	15%
Test 1	15%
Test 2	30%
Test 3	25%

Date: June 27, 2023

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.