



# Applying to the VPD?

## The Inside Track to the 8 Stages of VPD Recruiting Process



These notes were compiled from the March 2011 "Mike & Romi" information session for CPC volunteers interested in a career in policing.

### Overview on Application Process

- Applicants must attend a JI recruiting session to obtain an application
- Exams are formal - dress appropriately.
- **DO NOT BE LATE** - if you are it will be noted on your application
- Listen to and follow instructions carefully
- Core Values are extremely important: **IPAR**
- Past performance is an indicator of future performance so things such as employment, sports, academics, and personal achievements will be scrutinized

### Core Values (IPAR)

**Integrity**  
**Professionalism**  
**Accountability**  
**Respect**

#### 1) Written Exam

- Manage your time well
- Look through entire exam
- Do the memory portion first followed by the last question first
- VPD has sample of test questions on website
- Grade 10 and Grade 11 Math -- you need to know it
- Write clearly. If your writing is not legible, no marks will be given for answer.

#### 2) Physical testing

- Drop-in POPAT -- Website gives exact route - contact is Rebecca Swan, cost is \$30., every other Wednesday
- VPD POPAT is harder than RCMP (PAR)
- POPAT video is available on VPD website
- Be prepared. Come for the test only if you have trained!

### 3) Interview

- Be on time
- Intake interview is done by a Detective,
- Applicants given 60-70 questions to answer
- VPD have seen and heard all types of responses to questions
- Dress appropriately and pay attention to small details such as your socks!
- You may be stressed at the interview, wear plenty of deodorant
- Questionnaire answers should be legible
- Put everything in questionnaire
- Bonus marks are given for knowing your stuff
  - Research VPD website
  - Know hierarchy of VPD structure
- At some point you may have to make a decision to drop applications to other police force
- Know who you are and what you've done. Have you learned from your mistakes? Don't minimize, everyone has a past, everyone can learn, everyone has a future.
- Distance of time from negative past experiences is important as is growth and learning. Be able to provide information about your past and be honest:
  - How old were you?
  - How frequently?
  - How much time has passed?
- Who do you associate with? Sometimes you can't choose who you work with or who you play soccer with. After your shift, are you hanging around with people who are smoking pot? If you have knowledge that people are doing this, then why would you put yourself in that position. Integrity and responsibility issues here.
- Disassociate yourself from people who do drugs or who are involved in illegal activities however minor.
- Drinking & Driving. Don't do it. It will come up in your interview.

### 3) Polygraph

- It's not the incident that causes termination; it's failing to disclose the incident.
- You can not be deceitful in any way when applying to VPD
- Do not try to hide things
- Nerves, sweating are all taken into account
- Polygrapher will study notes from previous interview, so be up front and honest:  
*"I just remember it now"* doesn't fly; disclose everything at interview

### 4) Psychological Testing

- 360 questions, multiple choice format
- Test is sent away to be evaluated
- Psychological profile is given
- Can be written again many times

## **6) Assessment Centre**

- Full day 8 a.m. - 5 p.m.
- 8 people per session
- Graded out of 5, 3 is a pass
- Dress well
- Be on time
- Scenarios for the day, then a one hour interview
- Written portion designed to assess you on these 10 dimensions:
  1. Ability to learn
  2. Stress tolerance
  3. Decision making
  4. Fact finding -- ask questions
  5. Show initiative
  6. Integrity -- more in interview
  7. Interpersonal sensitivity -- group task, looking to see if you are respectful, good listener, interpersonal skills, verbal skills
  8. Oral communications - can you have conversation
  9. Personal impact - do you have a presence?
  10. Practical intelligence - info is there, can you find it and solve problem
- Recruits sit down together at the end and performance at scenarios are discussed
- The Assessment Centre is designed to see if you are suitable to this position.

## **7) Sergeant's Interview**

- Sgt. takes a look at process to date
- Interview may take over an hour
- Then round table and decision is made
- Sgt. is person who recommends the next step: Background check
- 30 references can be family, teachers, mentors, employers.
- Detectives can also ask the above reference who else they should talk to

## **8) Medical Examination**

- Medical Past: -depends on the condition
- VPD has own physician who decides if applicant is physically fit for the job
- Decided on a case-by-case basis

### **Eye Surgery**

- Minimum requirements
- Can only go to intake interview, then applicant is advised to get surgery

### **Shift Work**

- Must be familiar with shift work and effects on body
- 5 years minimum before applying to special units/squads
- Be prepared to take on long hours

## **At the 5 Hour Interview – Tips for applicants**

- Know who you are and what you've done.
- Have you learned from your mistakes? Remember not to minimize.
- Everyone has a past. Everyone can learn. Everyone has a future
- Growth and learning, along with ability to prove a distancing from mistakes of the past are essential to applicants' success.
- Older applicants in particular should know better and have a greater distance between and from negative events.
- Who do you associate with? Some things you can't choose, such as who you work or play soccer with. Use discretion and good judgment with your personal associations.
- After your shift, are you hanging around with individuals that are into negative or illegal activities? If you have knowledge that they do that, why would you put yourself in a position that may endanger your own trust and credibility? Remember IPAR core values.
- Disassociate yourself from people who do drugs or engage in other illegal activities.
- Do not drink and drive, ever. This will come up in your interview.
- Stealing or taking things from work. This behaviour will have to be disclosed, as it may come up in the interview. If you have engaged in such actions don't minimize what you have done. Be accountable and accept responsibility for your actions. If possible, property should be returned.
- When cross border shopping, remember to declare everything you have purchased which needs to be declared. Failing to do so, though very common, could result in a deferral.

## **Facebook/Social Media**

- VPD doesn't ask for account passwords, but many other police departments do, this may soon change.
- As a police officer, consider what you want the public to see on your account. Facebook is not private. Be responsible and mature.
- Defense Council and VPD will Google police officers' accounts. Know that information on a social media account can be used against a police officer; it can potentially compromise the officer's credibility.

## **As of 2011 the recruiting wheels are starting to turn again . . .**

- Lots of pending retirements that will come in a wave, opening new job opportunities
- Two classes will run September and November 2011.
- Each class will consist of 15 students. These people are from the pooled list of 70 applicants. The list of 70 is very fluid, and appropriate candidates will be slotted in or out accordingly.
- For current applicants, spring of 2012 will be the next pool of applicants
- Written testing will be done when there are enough applicants
- POPAT testing will be available summer of 2011
- Rebecca Swan is fitness coordinator for VPD- individuals have to be in application process to partake in physical aptitude testing

## **Jail Guard & Traffic Authority Programs**

- Don't need 30 credits
- Feedback from Sgt. Given to recruiting
- Opportunity to learn skills
- Both have exact same application process (no assessment centre, POPAT is easier)

### **Jail Guard**

- Auxiliary/casual
- 3 week training
- \$35/hour

### **Traffic Authority (hockey games, concerts, fireworks, etc.)**

- Shorter training session
- On call
- \$26/hour

## **Make your volunteer experience count!**

Recruiters may contact the *GWCP* to inquire about applicants. They could ask questions such as:

- What has volunteer done to stand out from the others
- How has volunteer show leadership qualities
- Has volunteer taken a program to new level; created a new program
- Does volunteer get along with others
- Does volunteer work well on a team
- Is volunteer reliable
- Does volunteer arrive for shifts on time
- Does the volunteer accurately follow direction/instructions
- Does volunteer fulfill volunteer hour commitment each and every month
- Does volunteer follow policy and procedure and do they pay attention to detail

### **More Info . . .**

- No degree or diploma in criminology is necessary.
- *GPA* is important. Tests are academic in nature so a proven ability to perform well is required. The minimum to pass an exam at The Academy is 80%.
- Choose an area to study that you are passionate about so that you do well.
- It is not necessary to volunteer with the *VPD* to apply to the *VPD*. It is acceptable to volunteer with other city police departments. However, the advantage of volunteering with the same department you want to work with is that it gives those in the *VPD* an opportunity to get to know you, your work style, and suitability for the role.
- Life experience is important. Have you traveled? Are you a member of a community group or school *PAC*?
- Take a good look at who you are and what you can bring to the table
- The *VPD* are able to look beyond the paper to see your value in their organization.