Information For Prospective Recruits

June 2014

Canadian Pacific Police Service
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Message from the Service

Thank you for your interest in joining the Canadian Pacific Police Service (CPPS), it is because of men and women like you that we can fulfill our mission of ensuring public safety and protecting the critical transportation infrastructure of North America.

The Canadian Pacific Police Service or CPPS is one of the few international police agencies in the world and is one of the oldest police departments in Canada. Railway policing started with the introduction of the railways to North America and as the railways have evolved so too have the railway police. Today, there are six large railway police departments strive to ensure the safety and security of North America’s railway network by working together and with our colleagues in other law enforcement agencies.

The Canadian Pacific Police Service is headquartered in Calgary, Alberta, Canada and has operations in six Canadian Provinces and in fourteen US States. Our primary focus is to ensure the safety of the public in communities in which Canadian Pacific has operations and to protect the people, assets and operations of the Canadian Pacific Railway.

This booklet has been prepared to help you understand the role of the CPPS within the railway community and to introduce you to the challenges and rewards of policing a 14,000 mile railway network. Hopefully the information contained in this booklet will answer any questions you may have about the CPPS and will help to decide if a career in railway policing is right for you. If you have any further questions please contact one of my recruiting team using the contact details accompanying this booklet.

Good luck in your application and please think safety when you approach any railway operations.
About CP Railway

Canadian Pacific (CP) is a transcontinental rail carrier operating in Canada and the United States with approximately 15,000 employees. CP’s 14,000-mile rail network serves the principal centers of Canada from Montreal, Quebec, to Vancouver, British Columbia, and the U.S. Northeast and Midwest regions including Chicago, Minneapolis, Detroit, New York, Philadelphia and Kansas City. Alliances with other carriers extend their market reach throughout the U.S. and into Mexico.

CP plays a critical role in the North American transportation system, their rail lines, facilities, and equipment, including rail cars carrying hazardous materials could be direct targets or indirect casualties of criminal and/or terrorist attacks. We therefore place a strong emphasis on our policing and security programs to strive to ensure CP’s customers have uninterrupted access to North American markets.
About the CPPS

The Canadian Pacific Police Service was formed in 1913 by the Canadian Pacific Railway under the authority of the Railway Act of 1886. Although it was originally known as the CP Department of Investigation, the role and mandate has evolved until the department became the Canadian Pacific Police Service, or CPPS. The primary role of the CPPS is to protect public safety as articulated in our mission statement:

Mission Statement
The mission of the Canadian Pacific Police Service is to assist CP to become the safest and most reliable railway in North America by:

- Enhancing public safety
- Supporting service reliability by reducing train delays
- Protecting railway personnel, assets, operations and information
- Enforcing the law and bringing offenders to justice
**Railway Police Authority**

Members of the CPPS stationed in Canada are sworn police officers by virtue of Section 44 of the Railway Safety Act and are given the full authority and powers of peace officers under Section 2 of the Criminal Code of Canada. Railway police officers are armed and have the jurisdiction to enforce all the laws of Canada and the Provinces within 500 meters of railway property, although case law has effectively extended this limit provided there is a nexus to railway safety or operations.

Additionally in most Provinces, CPPS members also have Provincial Special Constable Status which empowers them to enforce all Provincial legislation anywhere in the Province.

Members of the CPPS stationed in the United States are certified or commissioned by the State or States in which they work. They are empowered to enforce all laws within their jurisdiction although the limits of their jurisdiction vary from State to State.

US based members also have a Federal Intra-State Authority granted under US Code Title 49 Section 28101. This provision has the effect of allowing CPPS members to enforce the law in all the States in which CP has operations without being required to hold a commission in each State.
Professional Standards

Quality assurance and professional standards within the CPPS are based on maintaining the highest level of transparency, consistency and professionalism. Current policy and accepted procedures are provided to members by means of electronic access to the CPPS Policy & Procedures Manual.

During our affiliation with the Commission of Accreditation for Law Enforcement Agencies (CALEA), the CPPS was the first North American Railway Police Service to achieve the CALEA accreditation. During the accreditation renewal in 2008 CPPS was recognized as a Flagship Agency, for having continually demonstrated excellence in commitment to the CALEA accreditation process.

CPPS Policies are continually updated to ensure compliance with emerging legislation and best practices.

Police Control Centre

The CPPS operates a 24 hour Police Control Centre (PCC) for all Canadian and US police operations. The staff are linked to C.P.I.C., N.C.I.C., CPPS CAD system, electronic and voice communications and various internal computer programs and data bases. The roll out of the satellite radio system began in 2012 making radio communication more efficient across the entire network despite the many geographical restraints such as the Rocky Mountains and vast prairies. A published 1-800 number is available to the public as well as employees that will link them directly to the PCC.
Duties of CPPS members

Members of the CPPS perform a variety of duties across a very large geographic area and consequently a considerable amount of travel should be expected. The duties of the CPPS fall into four main categories aligned with the priorities set out in the mission statement:

Public Safety
- Enforce trespass legislation and deliver trespass abatement programs
- Enforce all State and Provincial traffic laws at railway crossings, on roads contiguous to the railway or on other roads within the limits of jurisdiction
- Deliver railway safety presentations to high risk groups and act as advocates for railway safety within the communities in which we operate

Reduce the number and impact of rail delays
- Respond to crossing and trespasser accidents to assist police of jurisdiction in their investigation and to expedite the release of trains to enhance on-track safety
- High visibility patrols and pro-active
- Enforcement to deter and detect offenders

Risk Reduction
- Continuous risk assessment of crossings and high trespass locations and identification of strategies to reduce risk
- Inspections of regulated commodities and protection of high value or high risk consignments
- Emergency response to train accidents to minimize the risk to first responders and the public

Protection of People, Assets and Operations
- Overt and covert policing operations to deter & detect crime, apprehend offenders and compel them to court
- Protection of high risk/value assets, trains or operations
- Public order duties at special events

In addition, CPPS members will investigate railway accidents and collisions to determine if criminal liability exists and if necessary will present investigations to Crown or State prosecutors.
## Minimum hiring criteria

The following table outlines the minimum standards that must be achieved by all applicants to be considered for employment with the CPPS:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td>At least 21 years old by appointment date</td>
</tr>
<tr>
<td><strong>Work Status</strong></td>
<td>Must hold citizenship or permanent residence status for the country in which position is applied for and reside within 100 km of work location.</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Grade 12 or equivalent (certificate required)</td>
</tr>
<tr>
<td><strong>Driving History</strong></td>
<td>Class 5 driver's license with no more than 5 demerit points. No disqualifications. Drivers abstract required (last 3 years).</td>
</tr>
<tr>
<td><strong>Criminal History</strong></td>
<td>Applicants shall not have a criminal record for which no pardon has been granted (proof of pardon required). Applicants shall not have any criminal charges before the courts.</td>
</tr>
<tr>
<td><strong>First Aid/CPR/AED</strong></td>
<td>Current Emergency First Aid CPR C &amp; AED certificate, which must be valid at the start of training.</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>Meet the minimum vision requirements as set by Canadian Pacific Occupational Health Services. Corrected vision not less than 20/30 in both eyes.</td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Meet the minimum hearing requirements as set by Canadian Pacific Occupational Health Services.</td>
</tr>
<tr>
<td><strong>Medical Clearance</strong></td>
<td>Applicants must obtain medical clearance from physician. Physical examination Drug test Interview with doctor and self-completed questionnaire.</td>
</tr>
<tr>
<td><strong>Security Clearance</strong></td>
<td>Must obtain and sustain a Security Clearance, level Secret.</td>
</tr>
</tbody>
</table>
## Core competencies

In addition to the minimum requirements, CPPS members must be able to demonstrate that they possess the following competencies:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adaptability</strong></td>
<td>Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires; Adjusts own behaviours in light of new information and changing situations. Tailors approach to meet the needs of individuals and groups</td>
</tr>
<tr>
<td><strong>Ethical Accountability and Responsibility</strong></td>
<td>Takes responsibility for actions and makes decisions that are consistent with high ethical policing standards</td>
</tr>
<tr>
<td><strong>Interactive Communication</strong></td>
<td>Utilizes communication strategies in an effort to achieve common goals, influence and gain others support.</td>
</tr>
<tr>
<td><strong>Organizational Awareness</strong></td>
<td>Understands and uses organizational awareness to deliver optimal services. Seeks to understand the critical concerns and most important issues of stakeholders to find optimal solutions</td>
</tr>
<tr>
<td><strong>Problem Solving</strong></td>
<td>Identifies problems, implements solutions and evaluates the outcomes</td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
<td>Manages situations to mitigate risk and maintain a safe environment for self and others</td>
</tr>
<tr>
<td><strong>Stress Tolerance</strong></td>
<td>Remains focused on results in the face of ambiguity, change or strenuous demands. Ability to work well under pressure; maintaining effectiveness and self-control in the midst of any one or combination of stressors, including emotional strain, ambiguity, risk to self, and fatigue.</td>
</tr>
<tr>
<td><strong>Teamwork</strong></td>
<td>Works cooperatively with members of a work team. Contributes to the development of a team environment where team members ultimately achieve established goals.</td>
</tr>
<tr>
<td><strong>Written Skills</strong></td>
<td>Communicates ideas and information in writing to ensure that information and messages are understood and have the desired impact.</td>
</tr>
</tbody>
</table>
Physical requirements

CPPS members must be physically capable of performing a number of tasks. To assist in the assessment of physical ability the CPPS require all candidates to complete either the:

- Physical Abilities Requirement Evaluation (PARE); or
- Police Officer Physical Abilities Test (POPAT); or
- Physical Readiness Evaluation for Police (PREP).

These tests are job related tests that simulate a critical incident where a police officer chases, controls and apprehends a suspect. Applicants who fail to achieve the minimum score will not proceed in the selection process.

<table>
<thead>
<tr>
<th>Test</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARE</td>
<td>4:45</td>
</tr>
<tr>
<td>POPAT</td>
<td>4:15</td>
</tr>
<tr>
<td>PREP</td>
<td>2:10</td>
</tr>
</tbody>
</table>

You will be required to submit evidence of your successful completion of this test during the selection process. In addition you will be expected to take the test in the first week of training and meet the standard set by the training academy. To successfully graduate from recruit, training you must obtain the fitness level required by the training establishment.

1 Pursuit/restraint plus Level 7 Aerobic fitness test
Although physical ability will be assessed during the fitness test and the medical assessment, candidates should understand that the following physical requirements apply to the role you have applied for:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handling and Operating a Firearm</strong></td>
<td>The strength and dexterity of both hands and arms to be able to safely handle and operate various firearms</td>
</tr>
<tr>
<td><strong>Use of Force – Reflex Capability</strong></td>
<td>The ability to engage in defensive maneuvers in response to blows, kicks or thrown objects.</td>
</tr>
<tr>
<td><strong>Use of Force – Strength</strong></td>
<td>The ability to apply use of force that requires strength and coordination</td>
</tr>
<tr>
<td><strong>Hand/Wrist Motion</strong></td>
<td>Dexterity, fine motor skills necessary to manipulate objects and perform other tasks requiring finger dexterity</td>
</tr>
<tr>
<td><strong>Aerobic Capacity</strong></td>
<td>Ability to run or to climb or descend stairs at full speed for various distances</td>
</tr>
<tr>
<td><strong>Lateral Motion/Jumping</strong></td>
<td>Ability to move laterally to jump across or over low obstacles</td>
</tr>
<tr>
<td><strong>Lifting</strong></td>
<td>Ability to lift objects or persons.</td>
</tr>
<tr>
<td><strong>Climbing over Barriers</strong></td>
<td>Ability to climb over barriers or obstacles.</td>
</tr>
<tr>
<td><strong>Crawl, Balance, Stoop</strong></td>
<td>Ability to stoop, kneel, crawl &amp; balance.</td>
</tr>
<tr>
<td><strong>Sitting Long Durations</strong></td>
<td>Ability to sit for long durations – stationary.</td>
</tr>
<tr>
<td><strong>Pushing/Pulling</strong></td>
<td>Ability to push/pull objects.</td>
</tr>
<tr>
<td><strong>Low Exertion – Long Duration</strong></td>
<td>Ability to stand or walk or climb stairs for long durations</td>
</tr>
<tr>
<td><strong>Carrying</strong></td>
<td>Ability to carry objects.</td>
</tr>
</tbody>
</table>
Passports

As the CPPS is an international agency there will be a requirement from time to time for members to travel within (or to) the United States or within (or to) Canada. Members of the CPPS are expected to ensure that they always have a valid passport available, as travel may be required at very short notice. All travel is paid for by CPPS and members will be issued a corporate credit card to pay for any travel related expenses.

Operational Readiness

CPPS members are required to be available “on call” during off duty hours where there is no regional coverage, and will receive a daily allowance while on call. To ensure that operational requirements are met members must have their main place of residence within 100KM of their detachment.
Pay and compensation (Canada)

The following table shows the hourly pay rates for Canadian Constables in the CPPS.

<table>
<thead>
<tr>
<th>Constables</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>$22.551</td>
<td>$23.228</td>
<td>$23.924</td>
<td>$24.642</td>
<td>$25.381</td>
</tr>
<tr>
<td>Year 3</td>
<td>$25.966</td>
<td>$26.745</td>
<td>$27.547</td>
<td>$28.374</td>
<td>$29.225</td>
</tr>
<tr>
<td>Year 4</td>
<td>$29.385</td>
<td>$30.267</td>
<td>$31.175</td>
<td>$32.110</td>
<td>$33.073</td>
</tr>
<tr>
<td>Year 5</td>
<td>$32.798</td>
<td>$33.782</td>
<td>$34.795</td>
<td>$35.839</td>
<td>$36.914</td>
</tr>
<tr>
<td>Year 6 Onwards</td>
<td>$39.261</td>
<td>$40.439</td>
<td>$41.652</td>
<td>$42.902</td>
<td>$44.189</td>
</tr>
</tbody>
</table>

Recruits joining CPPS with five or more years of service with a recognized Law Enforcement\(^2\) agency may start at the year 4 pay rate, if they have been away from policing for over 3 years they will be required to complete recruit training. Recruits with less than three years’ service with a recognized Police Service will start at the rate that recognizes their service prior to joining CPPS.

The above rates apply for the duration of the current CPPA Collective agreement.

Pay rates for CPPS Constables are negotiated with the Canadian Pacific Police Association. The current agreement was negotiated in 2012.

**Vacation**

Vacation entitlement is based on cumulative compensated service (CCS) with one working day vacation for each twenty five days CCS worked.

**Pension Benefits**

As a unionized employee, you will be enrolled in the company pension program according to your Collective Agreement.

**Medical coverage**

As a unionized employee you will be provided coverage through Manulife Financial for Dental, Extended Health and Vision care.

\(^2\) When considering the previous related service of new entrants into the service, law enforcement shall mean any relevant term or regular employment with any agency with a primary mandate for the enforcement of the law, that is categorized by CPIC as being either a Category 1 or 2A agency or equivalent.
The Next Steps

The selection process is described below:

Testing & Documentation
After indicating your desire to continue with the selection process you will be asked to submit documentation to support your application. The following will be required:
- Driver abstract (last 3 years)
- Proof of education
- Fitness test results
- Criminal Record Check Verification
- Proof of completion of required first aid training
- Completed Application form and Personal Disclosure form

Review
Documents are reviewed and candidates are short listed. Unsuccessful candidates will be advised.

First Interview
Successful candidates will be invited to participate in a telephone Behavioural Based Interview. Following review of this interview, unsuccessful candidates will be notified.
**Aptitude testing**
Successful candidates may be asked to complete a communications test to measure ability in written communication. The multiple-choice test will focus on vocabulary, spelling and English grammar. In addition candidates may be asked to complete a police cognitive abilities test to measure candidates’ potential to perform effectively as a police officer.

**Second Interview**
Successful candidates will be invited to an in-person interview. The candidate will pay any travel expenses incurred. This interview will follow the behavioral based interview methodology although any areas of concern with the personal disclosure information may also be clarified during this interview. Unsuccessful candidates will be notified.

**Background Checks**
At this stage successful candidates will be visited in their homes and will be required to submit to a number of background and security checks.

**Psychological testing**
One of the final stages in the process will be a psychological testing. This consists of an online, proctored MMPI (Minnesota Multiphasic Personality Inventory) test followed by consultation with a psychologist.

Successful candidates will be contacted once results of all checks and tests have been received and reviewed.

**Medical Appointments**
As the role of Police Officer is deemed to be a safety sensitive position you will be required to undergo a medical assessment to ensure that you are fit to perform this function. This is the final step in the selection process and successful candidates will receive details of employment along with joining instructions.