



RESIDENT HANDBOOK

September 2008

RESIDENT HANDBOOK

Rules of Conduct, Expectations and Services

MISSION STATEMENT

As a leader on the international stage of police training, the Ontario Police College commits to the continuous pursuit of business excellence while creating unique and innovative learning opportunities designed to support and ensure the delivery of police services which meet the needs of Ontario's diverse communities.

WELCOME

On behalf of the Ministry of Public Safety and Security I welcome you to the Ontario Police College. I trust you will take full advantage of the wide array of educational, physical training, and recreational facilities at your disposal.

You can rest assured that the staff of Ontario Police College is committed to providing an environment conducive to personal and professional growth. In return, we expect our guests will conduct themselves in a mature, professional manner while living at the College.

To maintain the national reputation of the Ontario Police College as an institution of excellence, I have approved certain regulations. Since we specifically intend these rules to help our diverse student population meet their developmental responsibilities, failure to abide by them could result in administrative action, including dismissal from the college. The regulations, along with other information, are set forth in this *Resident Handbook*. You are responsible for familiarizing yourself with our regulations.

I wish you every success while a guest at the Ontario Police College and continued success in your professional endeavours.

Sincerely,

The Director
Ontario Police College

Please read this booklet carefully as it contains information that will answer questions and minimize problems that can arise when large numbers of persons share common facilities. Should you encounter any problems, please contact any instructor to initiate a quick and efficient resolution.

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GENERAL

While extensive effort has been devoted to developing this handbook to make it as complete as possible, every conceivable problem cannot be addressed; therefore, **we rely on you to use reasonable judgment and individual responsibility in the absence of direction.**

Definition – Resident

A resident is anyone (student, visitor or staff) who makes use of the Ontario Police College facilities.

RESIDENT EXPECTATIONS

As a resident at the Ontario Police College, you will:

- Create and work to maintain an environment free of discrimination and harassment.
- Ensure that personal and professional conduct contributes to the learning environment at the Ontario Police College.
- Exercise courtesy and consideration in dealing with others.
- Respect and accommodate, wherever possible, the cultural and religious beliefs of others.
- Participate to promote a positive learning environment.
- Observe all rules, regulations and policies at the Ontario Police College.

RULES OF CONDUCT

Discipline

The Ontario Police College is a training facility where people pursue serious study and career development. The structure of our facility prevents the freedom that might be experienced in a hotel environment.

No resident will be disrespectful to or harass anyone at the college, including members of staff and security personnel engaged in enforcing rules and procedures.

Discipline at the Ontario Police College includes the responsibility to encourage compliance with the rules by other residents. Violations should be reported to your course coordinator, protocol officer or security staff, to be dealt with accordingly.

Protocol Officer

The Protocol Officer is responsible for the maintenance of discipline, enforcement of residential rules and overseeing security at the Ontario Police College. The protocol officer reports directly to the chief instructor and is acting on behalf of college management when fulfilling this very vital role. Any concerns over violation of rules of conduct or breach of discipline should be directed to the protocol officer. Residents of all ranks are expected to give the protocol officer their full cooperation and assistance to ensure compliance with all college rules.

The protocol officer can be reached at extension 4402 between 7:00 a.m. and 3:00 p.m., Monday to Friday. After hours concerns should be directed to security at extension 4260.

General Conduct

It is the responsibility of all to familiarize themselves with the rules of conduct, as established by the Ontario Police College.

No resident shall do anything, which may discredit the Ontario Police College or the policing profession.

As a resident, you must be constantly aware that your behaviour at the Ontario Police College and in the community reflects not only on yourself, but also on the Ontario Government, the Ontario Police College and your employer. Model conduct is particularly important in the residences where the rights of others to an environment conducive to study and rest are paramount.

Violation of Rules of Conduct

Violators of the rules may be reported to their employer for disciplinary action. A further consequence could be dismissal from the College.

After Hours Assistance

Residents experiencing problems of any kind (including the need for extra bedding) between 1630 and 0800 hours are encouraged to approach the security staff at the main reception desk by coming to, or telephoning Reception – (dial “0”).

Cleaning Rooms

All residents shall:

- Ensure that their rooms are neat and clean. **Random room inspections will be carried out for students enrolled in the BCT program.**
- Put the waste basket outside the door if it requires emptying, and replace it after cleaning staff has emptied it.
- Store all clothing and equipment neatly in the areas provided, and keep drawers closed. Put all luggage, boxes, bags and other bulky items in the storage room in your pod.
- Do not store bathroom articles (soap, shampoo, hair dryers, etc.) in the bathroom (shared bathrooms).

Cleaning staff vacuum the common area and clean the bathrooms daily. In the event of excessive untidiness, student participation may be required to clean the common area. Personal rooms are occasionally vacuumed by cleaning staff. If persons wish to clean their rooms more frequently, vacuums are located in each residence near the elevators or may be signed out at the reception desk.

Clock Radios

Each room is equipped with a clock radio. Residents must ensure that the alarm clock radio provided in their personal room is accounted for and in working order when first occupying the room.

Malfunctioning radios may be exchanged at the reception desk during working hours and to the security desk after hours. Missing radios must be reported to the reception desk. Alarms must be shut off prior to leaving on Fridays and upon course completion.

Environmental Control

Windows and doors to patios and balconies without screens should be kept closed at all times to reduce the chance of local wildlife entering the college.

Expectations for Residents on the College Premises

While in residence, everyone:

- **Shall behave professionally at all times**, including leisure hours. This refers to both department and verbal communication. Please be courteous and considerate everywhere in the college, including the hallways.
- Shall observe quiet time after 2300 hours.
- Shall obey directions given by the staff members and security officers.
- May visit residential areas; however, visits **must** end by 2300 hours.
- **Basic constable students are not permitted to visit senior students' residences.**
- **Senior students are not permitted to visit basic constable students' residences.**

Liquor Policy

LIQUOR IS PROHIBITED IN AREAS OTHER THAN THE LICENCED LOUNGES. The outside barbeque pavilion may also be licensed, as set out on page 16.

Night Training Exercises

Many students will be involved in night training exercises that will finish past the 2300-hour noise curfew. When returning to residence, please remember that the noise curfew is in effect.

Noise Curfew

There is a noise curfew in effect after 2300 hours.

Residents ***must*** respect the rights of others and be quiet in the sleeping areas after 2300 hours. Inappropriate behaviour, such as excessively loud talking, shouting, radios, televisions, partying or banging of doors will not be tolerated.

Out-of-Bounds

The following areas are considered out-of-bounds:

- The roof top area.
- Personal rooms while being serviced by college cleaning staff.
- The residence pod areas after 2300 hours.
- No one should be in these areas except to access their personal rooms, to use the washroom, or to use the telephone. Anyone wishing to have a discussion with colleagues after 2300 hours may use the lounge areas.

Parking

You will register your vehicle at the beginning of the course. Staff will then direct you to the proper parking area for your residence.

Vehicles parked in posted fire routes, reserved instructor or staff parking spots **WILL BE TOWED** at your risk and expense.

Do not park on the grass. Improperly parked cars will be ticketed and you will be subject to discipline. "Visitor" and "day use" parking spots are not to be used by students taking classes at the Ontario Police College.

Recycling

The Ontario Police College participates in the Ontario government's recycling program, which is to "reduce, reuse and recycle".

Appropriately labeled receptacles are placed throughout the college for disposal of newspapers, glass, plastics, fine paper and regular garbage. Please cooperate by placing your waste in the appropriate containers.

Residence on College Premises

All students are expected to reside on the college premises while on course, unless the course coordinator grants an exception.

Residential Rooms and Responsibilities of Pod Residents

Persons are responsible for their own room and shall inspect it upon arrival at the college. Any damage found shall be reported on the form provided at the security desk. Residents will be responsible for any damage in their rooms, washroom, or common pod area and contents.

The cost of the required repairs that have not been reported, may be charged to the occupants of these quarters whether or not they are present at the time the damages are caused.

Electrical appliances, such as toasters, kettles, humidifiers, refrigerators, freezers, and fans are prohibited to prevent an overload of the electrical system.

NO ARTICLES, INCLUDING COOLERS, BAGS AND BOTTLES, WILL BE STORED ON THE PATIOS, DECKS AND BALCONIES OF RESIDENCES. BARBEQUES OF ALL TYPES ARE PROHIBITED.

No video cameras are allowed on premises, other than March Past day.

The following are permitted:

- Computer equipment. (**Note:** Modems will not function on pod telephones.)
- Televisions and radios. (**Note:** External antennas and cables are not available.)

Room Keycards

Resident keycards will unlock individual rooms and all entrance doors to the residences. Ensure the handle is turned down on the inside of the door as you enter, as this will unlock the mechanism.

Do not hang items on the inside of the handle.

To lock the door as you leave, swipe the keycard. If you lock your card in your room, please see staff at the front desk. If you lose your keycard, you must pay \$5 for a new card.

Keycards must be turned in at the end of the course.

Residents should ensure their rooms are secured when leaving the pod.

Smoking

Smoking of any tobacco product is **prohibited** anywhere in the buildings of the Ontario Police College and the area outside the front entrance of the college, except:

- Designated smoking areas that shall be 5 meters from college buildings.
- The Barbeque Pavilion (*The Outback*).

Scented Products

Some staff and students attending the Ontario Police College have reported sensitivities to various chemical-based or scented products, i.e. perfume, cologne, deodorants, etc. Although the OPC has not mandated a scent-free environment, we ask everyone's cooperation in our effort to accommodate these health concerns by limiting the use of such products, or where possible, using scent-free products.

Visitors

Residents may receive visitors during non-working hours. Visitors **must** report to the main reception desk, sign the sign-in-register and wear a visitor's identification tag.

Students and other residents who have visitors in the building are to ensure that the visitors are aware of, and abide by, the rules of the Ontario Police College. You will be held responsible for the conduct of your guests. All visitors must leave the premises by 2300 hours.

DISCRIMINATION AND HARASSMENT

The Ontario Police College, as a part of the Ontario Government and the Ministry of Public Safety and Security, is committed to providing a **workplace and learning environment** that is **free** from **discrimination and harassment**. The provincial government's policy entitled, "**Workplace Discrimination and Harassment Prevention**" (WDHP) is displayed prominently in each wing of the college.

In addition to the WDHP policy, the college has its own anti-racism policy which mirrors the values articulated by the WDHP policy. Together, they describe the type of environment that the Ontario Police College seeks to promote.

Anyone who is aware of racist or discriminatory behaviour can support our efforts by taking a stand and making it known that the behaviour in question is unacceptable and offensive.

The Ontario Police College expects **all** persons attending this facility to act (at all times) in a respectful, considerate and professional manner, consistent with the WDHP policy. Behaviours that contradict these expectations will not be tolerated.

Violations of the policy will be addressed by various means. Many of the police college staff are Ontario Public Service employees and are therefore sanctioned directly by the policy. Seconded instructors, students and all other persons attending this facility are subject to college rules and regulations, their employer's policy or the Ontario Human Rights Code.

The workplace and learning environment under the WDHP Advisors are available to provide confidential advice to students and other residents. Karen Mackenzie (Race Relations and Adult Education Unit, extension 4237), Janet Balch (CPIC, extension 4285) are people to whom you can speak with the assurance that nothing will be said or done without your expressed permission.

Anyone who feels harassed or discriminated against is encouraged to speak to a WDHP Advisor.

ANTI-RACISM POLICY

The Ontario Police College also has an Anti-racism Policy. The college is committed to the principle that all persons have the right to work, study and live, in an environment free of racism. Accordingly, this college supports the elimination of racism in all its forms.

The following is a **partial** list of examples of the manifestations of racism which will not be tolerated at the Ontario Police College:

- Stereotyping, derogatory labeling, racial/ethnic jokes, racial/ethnic name-calling, racial/ethnic slurs (insults), shunning or exclusion.

- Defacing pictures/posters to reflect negatively on racial groups, racial/ethnic graffiti or verbal abuse based on race.
- Mimicking racial/ethnic groups by distorting language, or making statements about racial/ethnic person(s) which imply stupidity or condescension.
- Distributing or displaying material which degrades or insults racial groups, or ascribing blame to racial groups for social ills/problems.
- Generalizing about a racial group based on limited experience with members of that group.

Copies of the policy are posted in each classroom and are also available in the college library.

Procedure for Dealing with Racial Incidents

If another student, or an instructor, a staff member or any person at the Ontario Police College displays discriminatory behaviour (as outlined in the Anti-racism Policy posted in your classroom) towards you, you are advised to consider the following:

- Tell a friend or confidant about the incident
- Ask your course coordinator for direction. Although you are not obligated to share the details of the incident with anyone at this time, the course coordinator may clarify whether or not it was a racial incident and/or will refer you to one of the WDHP advisors.
- Approach one of the college's trained, on-site WDHP Advisors who are available to provide confidential advice to students and other residents. Advisors can confirm whether the incident is indeed racial.

Redress:

- The Ontario Police College Anti-racism Policy provides informal and formal mechanisms for resolving complaints.

Race Relations and Adult Education Unit

There is an on-site Race Relations and Adult Education Unit (RRAE) and staff are available to provide confidential advice to students and other

residents (Karen Mackenzie, ext. 4237 or Saleha Khan, ext. 4229), to whom you can speak with the assurance that nothing will be said or done without your expressed permission.

Anyone who feels discriminated against is encouraged to speak to a WDHP advisor or any staff member.

EMERGENCY PROCEDURES

Emergency Medical Procedure

If a medical emergency occurs, the college nurse on duty (normally from 0730 hours to 1545 hours) shall be called to the scene or, when practical, the patient may be taken to the Health Centre.

If the medical emergency occurs when the college nurse is not on duty, follow the *Emergency Telephone Procedure* noted below.

Emergency Telephone Procedure

All emergencies are to be reported to the main reception desk. The desk may be reached, using any in-house phone, by dialing "0". If the call is not answered after a reasonable time, dial "8-911" to reach an outside emergency services operator.

Fire Regulations

Fire regulations prohibit the use of **any flammable materials in the residences**. It is a criminal offence to tamper with fire equipment, or to sound a false alarm. The use of barbeques on balconies and patios and the storage of such equipment is prohibited. A barbecue facility is available at **The Outback** and may be booked through the lounge committee. Applications are available at the security desk.

It is your responsibility to read, understand and obey the fire regulations.

- Locate the nearest exits in both residence and classroom areas.
- Locate the nearest alarm box and fire extinguisher.

Alarms:

An *intermittent* alarm means that an alarm has been activated in some other area of the building. You are to remain alert but refrain from evacuation.

3 short intermittent alarms followed by a voice over stating, “*May I have your attention please, a fire has been reported in the building ...*” means that an alarm has been activated in the immediate area. Everyone will evacuate the building by the nearest exit.

Action in the Event of Fire:

Each instructor will indicate the nearest exit from the classroom or work area on the first day of the course. If a fire occurs during the time when classes are in session, the instructor will take charge of the evacuation when a continuous alarm rings or notify all students to remain where they are and on alert if the alarm is an intermittent ring. Students and staff, who are in a fire zone (continuous alarm), will evacuate the zone by the nearest exit. If the fire zone is in a residence, all rooms in the section will be checked and evacuated. Make sure all windows and doors are closed, but do not lock the doors. All students and staff who have evacuated a fire zone will remain outside the building, or in a safe zone, until they have received direction.

COLLEGE EXPECTATIONS

Attendance Procedures

Students must attend all classes unless permission to be absent is granted from an authorized member of **their** police service. Attendance records are submitted to each student’s employer explaining the reasons for any classes not attended.

When students are required to be absent from the college, they must complete the necessary forms which can be obtained from the security desk. The students must complete the form indicating the contact person giving permission and submit the completed form to their class leader.

It is the responsibility of any student, who will not be attending a class, to notify the class leader of the reason for the absence.

Classes and Daily Schedule

With the exception of Saturdays, Sundays and holidays, all regular classes will commence at 0830 hours, and conclude at 1630 hours. Some classes may start earlier than 0830 hours and end earlier or later than 1630 hours. At the discretion of the course coordinators, evening or weekend training sessions may be scheduled.

Classrooms

It must be emphasized that food and beverages are **not** permitted to take in the classrooms or the auditorium (**this includes coffee or other beverages sold in bottled containers**). Only bottled water in plastic containers will be allowed in the classrooms. Residents will insure that all classrooms are kept clean.

During breaks, residents are asked to keep noise at a low level as other classes may be in progress.

Security Staff

Security staff are on duty every day after regular working hours. They are responsible for the maintenance of order and security of college property. The security staff are acting on the authority of the director after regular working hours and their instructions are to be followed. They are instructed to report any incidents to the administration for appropriate action.

Firearms and Ammunition

No firearms or ammunition are to be brought onto college premises by any person, unless it is a requirement of the course. Firearms and ammunition will be secured in the safe storage area in the front lobby and is accessible by contacting the protocol officer, receptionist or security staff.

Special arrangements for storage may be made with course coordinators of Drug Investigation and Range Courses.

Identification Tags

Students will receive an identification tag upon arrival at the college.

IDENTIFICATION TAGS MUST BE PROMINENTLY DISPLAYED AT ALL TIMES WHILE ON COLLEGE PREMISES.

When in uniform, the tag will be worn on the right chest area. No person will receive any services provided by the college unless wearing an identification tag. College staff and security officers will question anyone not displaying an identification tag.

Identification tags must be turned in upon course completion.

There is a charge of \$2 for lost tags. Replacement tags are available at the reception desk.

Personal Appearance

Casual Dress

After 1630 hours residents may wear casual dress. **Everyone is expected to take pride in their appearance at all times by being clean, presentable and well groomed.** Uniforms will not be worn by students in the licensed lounges except with the permission of the director. Casual dress will be neat and of a professional standard.

Muscle shirts, tank tops, cut-offs, sweaty clothing are not appropriate dress for Mennill Hall, licensed lounges, the snack bar or the auditorium.

Clean sweat pants that are in a good state of repair may be worn as casual clothing while inside the Ontario Police College, with the exception of the dining areas and licensed lounges. Dress shorts extending down to at least mid-thigh are acceptable summer wear. The wearing of baseball caps while **inside** the building is prohibited.

Dress Code

Uniform officers, or those who **regularly** wear a uniform, will wear their uniform while at the Ontario Police College from 0630 hours to 1630 hours, Monday to Friday, unless permitted otherwise.

No caps, other than forage caps or Stetsons, shall be worn anywhere inside the building with the exception of the range. If uniform attire is not available or required, suitable court attire (i.e. suitable for court appearance) is necessary. Residents who are authorized to attend the college in civilian clothes will also wear suitable business/court attire.

Hair

Students will ensure that their hair, sideburns, beards and moustaches are kept in accordance with the rules and regulations of their police service, while at the Ontario Police College.

Substance Abuse

Any student who reports to class under the influence of alcohol and/or other substances will be deemed unfit for work and will be dismissed from the class. This incident will be reported to your employer for disciplinary action and a further consequence could be dismissal from the college.

SPECIAL NOTES FOR BASIC CONSTABLE COURSE STUDENTS

Morning Parade

Basic constable classes will report to the drill hall at scheduled dates and times for formal inspections. All recruits will be inspected daily at 0825 hr. at their first scheduled class location.

SERVICES

Alcoholics Anonymous / Narcotics Anonymous

A person wishing to contact Alcoholics Anonymous, Narcotics Anonymous or Al-Anon may do so by depositing a note in Box 459 located in the health centre. The box is locked and controlled exclusively by a member of Alcoholics Anonymous, Narcotics Anonymous, or Al-Anon on staff at the college. Anonymity will be absolutely respected.

Banking

There is a cash machine by the Getaway Café. It is provided by the Police Credit Union and there is a transaction fee of \$2.00.

There are banks located in Aylmer. They are:

- RBC Financial
- BMO
- The Canadian Imperial Bank of Commerce
- Desjardins Credit Union
- Scotiabank.

Most banks have automated teller machines. In addition, some convenience stores have cash dispensing machines. Students wishing to visit a bank in Aylmer may do so during the lunch hour, but they must change into civilian dress before doing so.

Barbecue Pavilion (The Outback)

The Outback is the barbecue pavilion at the Ontario Police College and may be booked for use at a cost of \$100, \$40 is returned when building is left in clean condition.

Time of Operation: 1700 hrs. to 2400 hrs.

Booking Procedure

- Obtain a ***Lounge Committee Barbeque Pavilion Permit*** from the security desk.
- Submit the completed permit to the reception desk. The permit will be forwarded to the Lounge Committee for review and a member of the Lounge Committee will contact the applicant.

Rules for Use

- The permit must be displayed in *The Outback* for inspection by authorized personnel.
- The student who signed the permit must be in attendance during the hours stated on the permit.
- Liquor is permitted.
- No liquor will be sold at the function.

- The class is responsible for any damage.
- The class is responsible for cleaning up. Waste is to be placed in trash cans. Tables are to be placed under covered pavilion. The area must be cleaned and vacated by 2400 hours.
- The permit authorizes the use of the pavilion to the permit holders only.
- No supplies or cutlery for this function are to be obtained from the Ontario Police College kitchen or staff.
- Turn off the lights at the pavilion. Close and secure the shed.

You are responsible for your behaviour and to be fit and ready for duty in the morning.

Chaplain and Places of Worship

The Ontario Police College has a chaplain on call for residents. Father Jim Mockler, Rector of St. Peter's Cathedral in London and chaplain to London Police may be contacted at any time. Contact information is as follows:

Office Ph. 519-432-3475 ext. 228

Home Ph. 519-433-8285

Cell. Ph. 519-630-7606

Fax: 519-432-5358

E-mail: jmockler@rcec.london.on.ca

Aware of and supporting the diversity of our province, Fr. Mockler works alongside and has contact with personnel from other faith traditions and would be able to refer residents to anyone they wish.

There are numerous churches in Aylmer representing the majority of denominations. More information may be obtained by contacting the chaplain or by checking the notice board at the ramp entrance to Mennill Hall (the main dining hall).

The London telephone directory also provides a list of places of worship.

A Sanctuary located on the second floor above the Registrar's Office for those requiring private time for personal prayer or worship.

Facsimile Messages

Incoming messages will be placed in the class message slots at the reception desk. Outgoing personal messages may be sent through the tuck shop during regular working hours. The security staff will transmit all fax requests after regular working hours.

Wireless Internet Access

Wireless internet access is available in the front lobby, A and B Lounges and the College library.

Gymnasium

The gymnasium will be open from 0600 until 2400 hours. The physical training staff will leave equipment in the gym area for general use of residents. This equipment is to be left in the gym area. Any breakage **must** be reported to the physical training staff as soon as possible.

The 2400 hours closing time means that **everyone must vacate** the:

- Gym area by 2400
- Locker room(s) by 2400 hours.

Laundry and Dry Cleaning

A dry-cleaning service, located near the tuck shop, provides dry-cleaning and laundry service to students, residents and staff. They are open for business during the following hours:

Regular Service

- Monday, Wednesday and Friday 1145 hrs. to 1245 hrs.

Last Week of Basic Constable Course

- The times will be posted.

Reduced prices have been negotiated for shirts, pants, skirts, tunics, ties and plain dresses. Regular prices apply for all other dry-cleaning services.

Valid vouchers, in lieu of payment, are accepted from police services.

Local Service Clubs

Residents who belong to a service club in their home community may wish to visit a similar club in the Aylmer area. Most service clubs have branches in the vicinity and have issued a standing invitation to Ontario Police College residents. Further information can be obtained from the notice board at the ramp entrance to Mennill Hall (the main dining hall) or the local telephone directory.

Lunch and Breaks

Unless otherwise notified, refreshment breaks are at the following times:

- Morning 1000 hrs. to 1030 hrs.
- Lunch 1200 hrs. to 1300 hrs.
- Afternoon 1430 hrs. to 1500 hrs.

Refreshments may be purchased in the Getaway Café during breaks.

Meals

Meals will be served in Mennill Hall (the main dining hall) at the following times:

- Breakfast 0630 hrs. to 0800 hrs.
- Lunch 1130 hrs. to 1300 hrs.
- Dinner 1630 hrs. to 1800 hrs.
- Friday dinner 1630 hrs. to 1730 hrs.

You must have an identification tag to get meals. Please take only one selection at a time; this lets everyone have equal choice. You may return for second helpings, if available. You must clear away your own tray. Please place trays in the racks on the north side of Mennill Hall.

The dining room is closed on weekends and holidays, unless weather conditions prohibit students from traveling home. In these cases, students will be notified of hours of service.

Except for the above times, Mennill Hall (the main dining hall) is out-of-bounds to all students.

All persons who are improperly dressed will be denied the privilege of using the dining room.

If students are staying at the college on the weekend **and have no transportation**, a vehicle will be provided (contact security) for meal runs into **Aylmer only**.

Mail

Outgoing mail may be posted in the mailbox located near the security staff's desk in the main lobby area. The box is cleared at 1430 hours daily. Incoming mail will be distributed in the students' alphabetical mail slots daily before morning coffee break. Stamps can be purchased at the snack bar.

Courier parcels are received daily before noon. Outgoing courier packages can be sent through the administration office and are picked up daily at 1600 hours.

The official address of the college is:

(Name of Person)
Ontario Police College
10716 Hacienda Road
AYLMER WEST, ON N5H 2T2

Medical Services

The health centre is located to the right of the reception desk, in the Residence 1 hallway. A refrigerator is located in the health centre and is available for those who need to store medicine.

A registered nurse is on duty from 0730 hours to 1545 hours, Monday to Friday.

Residents requiring medical attention should report to the health centre between 0730 hours and 0830 hours. If the nurse is not on duty, contact the main reception desk at extension "0".

The nurse will decide whether students should be excused from classes. Students excused from firearms, defensive tactics, police vehicle operations and physical classes will report to the instructor, who will then decide whether the student is required to remain as an observer.

If students are ill when away from the college, they must notify the college (collect calls accepted) **and their police service**. Upon return to the college, they must report to the nurse. The students are also responsible for notifying their police service of the nature of their illness and the length of time they expect to be away from the college.

Getaway Café

The Getaway Cafe is an independent business operated under contract to the college. The Cafe offers a diverse menu including breakfast, lunch and dinner options. There are also a wide variety of items for sale including snacks, beverages, confectionery, policing textbooks, postage stamps, towels, policing supplies, telephone calling cards, photocopy cards, etc. It is open for business during the following times:

Monday to Friday (<i>days</i>)	0730 hrs. to 15:30 hrs.
Sunday to Thursday (<i>evenings</i>)	1730 hrs. to 0030 hrs.

In addition, the Cafe manager also provides other services such as:

- Snacks in the licensed lounges (*upon request*)
- Microwave ovens
- Washing and drying machines provided in the residence wings
- Vending machines placed throughout the building

Any problems with these machines should be brought to the attention of the Cafe manager.

Sports and Fitness

An organized basic constable intramural sports program is scheduled. Many other facilities for sports and fitness are available, such as tennis courts, baseball and softball diamonds, volleyball and badminton courts, and a soccer field. Residents wishing to participate should bring their own equipment and contact the physical training staff for further information.

Student Committees – Basic Constable Program

While in attendance, residents are encouraged to become involved in the affairs of the college, especially as they relate to the welfare and comfort of others. The committees mentioned below encourage your participation in this type of decision-making process.

Student Activity Committee – Basic Constable

Committee members are elected from each class and meet regularly. The purpose of this committee is to act as a liaison between the student body and the college administration concerning any matter relating to the welfare and benefit of students attending the college.

Lounge Committee

The Student Activity Committee also acts as the Lounge Committee. In this capacity they meet regularly to operate the licensed lounges and to ensure that the profits are spent or invested for the benefit of the students and staff in the improvement of the college facilities and the Aylmer community.

Sports Committee – Basic Constable

Committee members are elected from each class and meet regularly with the physical training staff. The purpose of this committee is to create a healthy attitude among all students toward sports and physical training. The committee sponsors awards for outstanding sporting behaviour, leadership, team championships and for students who consistently put forth above average effort in sports, swimming, or body strength and endurance.

Swimming Pool

The swimming pool is available for recreational swimming during the following times:

As a *Class “B” Pool (no lifeguard)

A minimum of two swimmers is required

- Monday to Thursday 0630 hrs. to 2300 hrs.
- Friday 0630 hrs. to 2300 hrs.

Visitors and residents wishing to use the pool as a *Class “B” pool **during the times listed below**, must sign the Swimming Register at the main reception desk and a “Letter of Agreement,” available in the administration office. The register must also be initialed upon completion:

- Friday 1630 hrs. to 2300 hrs.
- Saturday 1200 hrs. to 2300 hrs.
- Sundays and holidays 0800 hrs. to 2300 hrs.
- Class “B” – no more than **ten** or no less than **two** swimmers.

Telephones

Residents can receive direct calls to the pod from outside the college by having callers dial the number listed on the pod phone. Outgoing calls from the pod can only be made using a calling card by dialing 8 + 0 + area code + number. There are also pay phones in each of the residence hallways.

Messages received at the front desk will be left in the class mail box. If an emergency call is received you will be notified by staff or security.

Tuck Shop

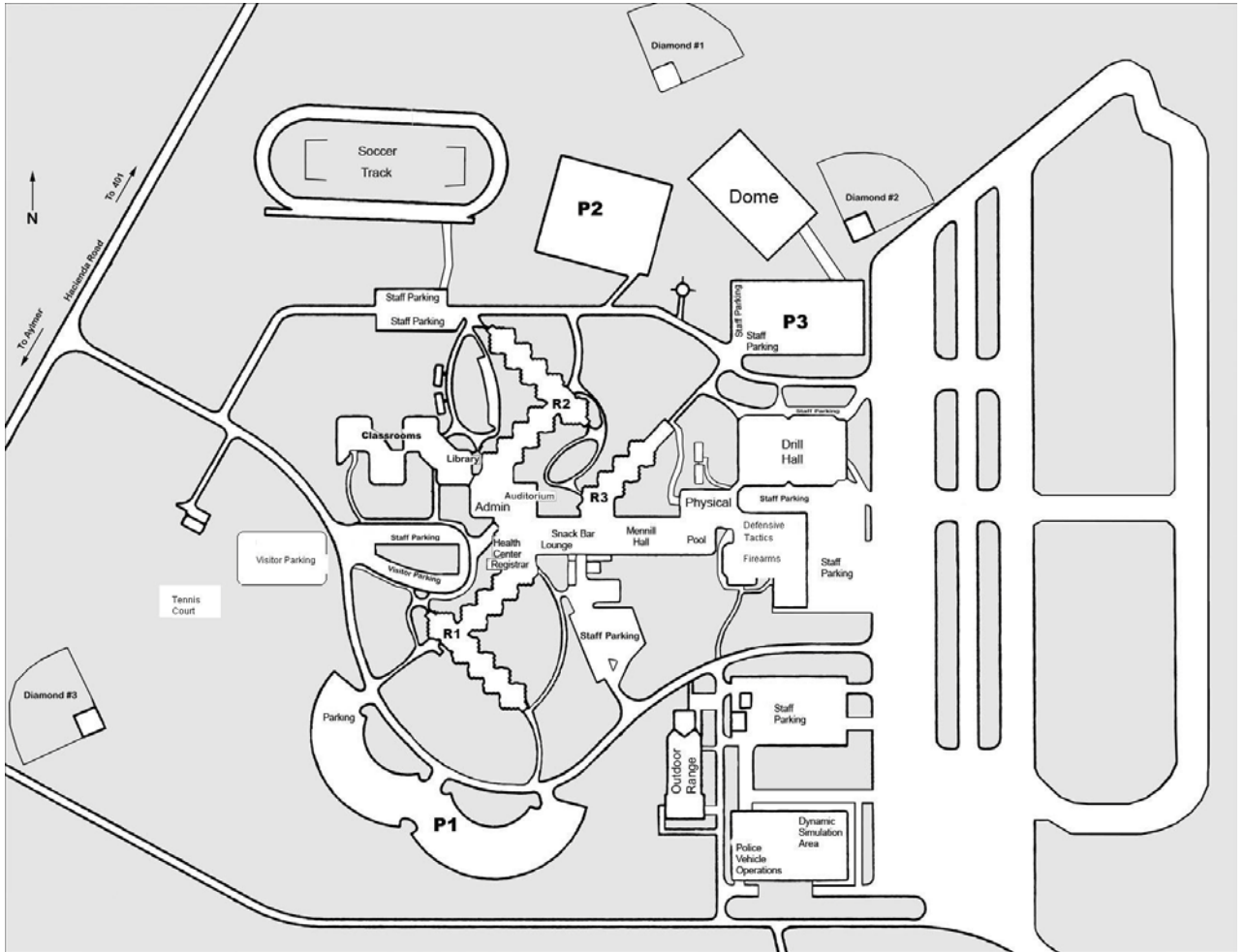
The Tuck Shop, operated by the Ontario Police College Staff Association, sells a variety of souvenir items.

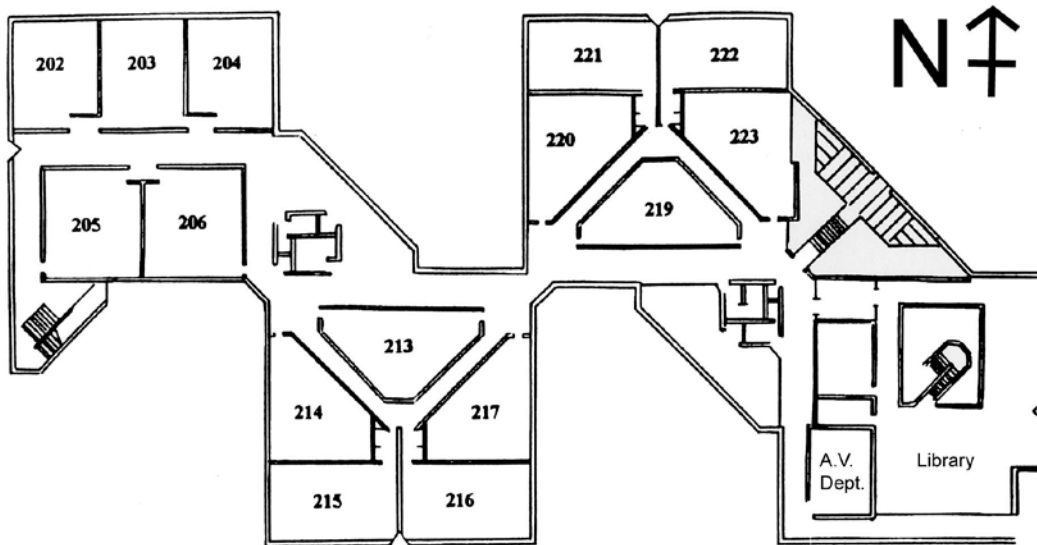
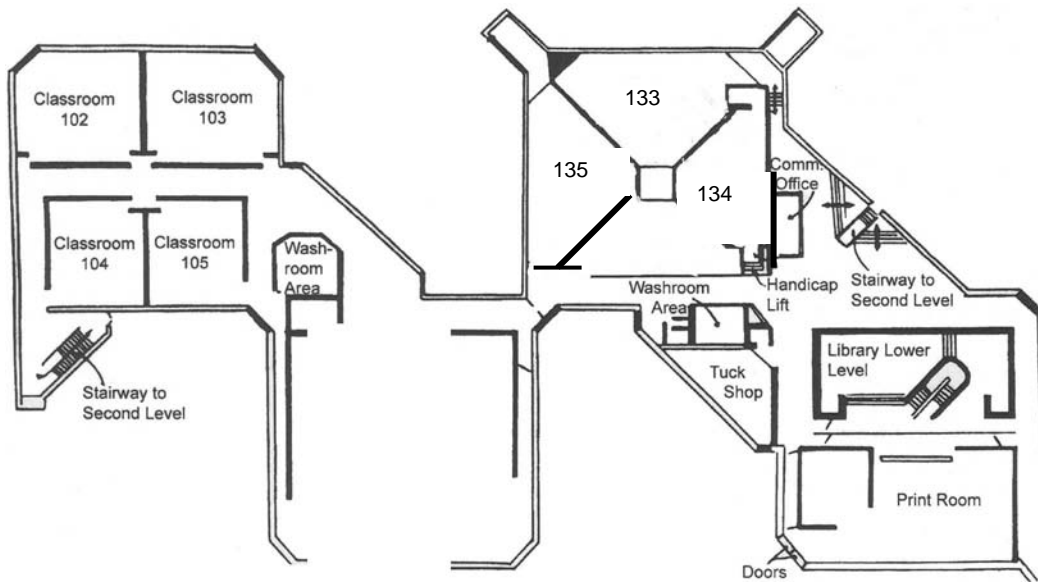
All profits are donated to college-sponsored activities and charitable organizations.

The tuck shop hours are:

- Monday 0900 hrs. to 1300 hrs.
- Tuesday to Thursday 0900 hrs. to 1900 hrs.
- Friday 0900 hrs. to 1300 hrs.
- March Past & Review Ceremony 0900 hrs. to 1700 hrs.

MAPS





— Second Level View —