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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Special Constable Training**

<b>DATE OF ISSUE:</b>	<b>May 16, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
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In March 2019, the government passed the *Community Safety and Policing Act, 2019* (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. The CSPA came into force on April 1, 2024, and replaced the *Police Services Act*. Section 92 (1) (f) (i) of the CSPA requires special constables to successfully complete training prescribed by the Solicitor General including new special constables and special constables whose appointments have expired. Successful completion of the prescribed training is required before a police service board or the Commissioner of the Ontario Provincial Police can issue a certificate of appointment.

I am pleased to advise that the training standard and lesson plans for special constables who are members of a police service, or whose special constable employer is an entity that employs First Nation Officers, have been developed by the Ontario Police College (OPC) and meets the requirements under the CSPA and [O. Reg. 87/24 – Training](#). A summary of the training is included as an [Appendix](#) for reference.

Your police service training bureau will be provided with information on how to access the training materials directly from the OPC. If you require additional access, please contact the OPC Registration Office by email at [OPCRegistrar@ontario.ca](mailto:OPCRegistrar@ontario.ca).

Special constables will be required to successfully complete an exit exam, which will be administered by the OPC. Information on how to schedule the exams will be provided to you directly by the College.

Should you have any questions related to the Special Constable training, please contact Deputy Director Carolyn Fraser by email at [Carolyn.Fraser@ontario.ca](mailto:Carolyn.Fraser@ontario.ca).

If you have any technical issues accessing the training package, please contact the OPC Distance Learning Unit by email at [OPCDL@ontario.ca](mailto:OPCDL@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

c. Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

Creed Atkinson  
Chief of Staff, Ministry of the Solicitor General

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**Appendix**

<b>Special Constable Prescribed Training by Classification</b>	<b>Regulatory Enforcement</b>	<b>Police Employed</b>	<b>Broader Public Sector</b>
<b>Lesson Plan Title</b>			
Approach Fundamentals and Non-Force Options	X	X	X
Approaches to Communication	X	X	X
Building Searches and Room Clearing	X	X	X
Common Criminal Offences	X	X	X
Communication Theory	X	X	X
Conflict Management	X	X	X
Courtroom Procedures	X	X	X
Crime Scene Management	X	X	X
CSPA and Special Constable Accountability	X	X	X
De-Escalation Strategies	X	X	X
Defensive Tactics 01: Officer Safety Fundamentals and Principles of Control	X	X	X
Evidence	X	X	X
Incident Management System 100 (e-module)	X	X	X
Introduction to Canadian Law	X	X	X
Mock Court	X	X	X
Mental Health Conditions and the MHA	X	X	X
Note Taking and Memo Books	X	X	X
Professionalism and Ethics in the Role of a Special Constable	X	X	X
Provincial Offences Act	X	X	X
Report Writing and the Crown Brief	X	X	X
Search and Seizure Authorities	X	X	X
Self Care (Wellness)	X	X	X
Taking a Statement	X	X	X
Testimony	X	X	X
Arrest Authorities (CCC)		X	X
Cannabis Act		X	X
Cannabis Control Act		X	X
Collecting Identifying Information in Certain Circumstances (e-module)		X	X
Directing Traffic		X	X
Mock Court		X	X
Compulsory Automobile Insurance Act		X	X
Controlled Drugs and Substances Act		X	X

<b>Special Constable Prescribed Training by Classification</b>	<b>Regulatory Enforcement</b>	<b>Police Employed</b>	<b>Broader Public Sector</b>
<b>Lesson Plan Title</b>			
Defensive Tactics 02: Handcuffing (Standing and Prone) and Escort Positions		X	X
Defensive Tactics 03: Search of Persons		X	X
Defensive Tactics 04: Encountering Resistance Standing Controls and Pressure Points		X	X
Defensive Tactics 05: Encountering Assaultive Behaviour		X	X
Defensive Tactics 06: Intermediate Weapons - Baton		X	X
Defensive Tactics 07: Intermediate Weapons - OC		X	X
Defensive Tactics 08: The Ground Takedowns, Control, Avoidance, and Defence		X	X
Defensive Tactics 09: Crisis Intervention Techniques		X	X
Defensive Tactics 10: Edged Weapons Awareness		X	X
Firearms Awareness		X	X
Highway Traffic Act		X	X
Incident Command 100 (e-module)		X	X
Liquor Licence Control Act		X	X
Modernized Use of Force Report (e-module)		X	X
Off-Road Vehicles Act		X	X
Public-Police Interactions Training		X	X
Release Authorities		X	X
Scenario Based Training: Compliant Arrest		X	X
Scenario Based Training: Person In Crisis		X	X
Security From Trespass and Protecting Food Safety Act (e-module)		X	X
Smoke Free Ontario Act		X	X
Special Constable Vehicle Operations		X	X
Trespass to Property Act		X	X
Use of Force Related Legislation		X	X
Vehicle Stops		X	X
Youth Criminal Justice Act		X	X
Child, Youth and Family Services Act			X
Community Policing and Problem Solving			X
Domestic Violence			X
Victim Assistance			X