

# **Brandon Police Service**



## **Experienced Police Officer Application Handbook**

**Competition #189**

# Contents

COMPETITION WELCOME .....	2
CHIEF OF POLICE WELCOME.....	3
BRANDON POLICE SERVICE PROFILE .....	4
Position Summary.....	5
Training.....	5
Salaries (2025 Rates) .....	6
Benefits .....	6
COMPETITION INFORMATION .....	8
Timelines.....	8
STEP 1 – The Application Process.....	9
Application Form .....	9
Education .....	9
STEP 2 – Interviews .....	10
STEP 3 – Psychological Testing.....	10
STEP 4a – Background Investigation/Polygraph .....	111
Background/Polygraph Information Package.....	11
STEP 4b – Vision and Hearing Requirements.....	12
Vision Requirements.....	122
Hearing Requirements .....	133

Appendix – Application Forms

# COMPETITION WELCOME

---

We appreciate your interest in our Experienced Police Officer competition.

The Brandon Police Service is a progressive police agency serving the City of Brandon. Our focus on community policing provides our officers with numerous opportunities for professional growth and development.

The following handbook has been prepared to provide applicants with an outline of the application and competition process. The pages contain information that will answer many of your questions. Please read all of the information carefully before proceeding with your application submission. If you are unclear on any matter, please call the Competition Administrator for clarification.

The Interviews and Psychological testing are scheduled on an as needed basis. Candidates will be notified **in advance** as to the status of their application prior to the scheduling on the above-mentioned testing and interview.

In the event you experience an unusual or unique problem while participating in this competition or have questions about the process, please contact the Competition Administrators.

**Welcome to Competition #189.**

## **Competition Administrators:**

Jillian Bartko  
HR Generalist

City of Brandon  
Human Resources  
410 9<sup>th</sup> Street  
Brandon MB R7A 6A2  
Phone: (204) 729-2330  
[j.bartko@brandon.ca](mailto:j.bartko@brandon.ca)

Kourtney Hall  
HR Recruitment Assistant

City of Brandon  
Human Resources  
410 9<sup>th</sup> Street  
Brandon MB R7A 6A2  
Phone: (204)729-2240  
[Kourtney.Hall@brandon.ca](mailto:Kourtney.Hall@brandon.ca)

## CHIEF OF POLICE WELCOME

---



**BRANDON POLICE SERVICE**  
**1020 Victoria Avenue Brandon, Manitoba R7A 1A9**  
**Telephone: (204) 729-2345**  
[www.brandon.ca](http://www.brandon.ca)

---

February 11, 2026

Dear Applicant:

Thank you for your interest in wishing to join the Brandon Police Service team. The Brandon Police Service is the second largest Municipal police agency in Manitoba and has been serving the City of Brandon since 1882. The Brandon Police Service keeps employee wellness and satisfaction at the forefront, and we offer a variety of opportunities to our Members.

The City of Brandon is not only growing, but is becoming a more diverse community as well. Our Members endeavor to provide quality service to the citizens of Brandon and are proud to serve our community.

The Brandon Police Service is committed to hiring the best possible people to join our ranks. Policing is both a challenging and rewarding profession, where excellence is expected. This is what the public rightfully demands and expects.

Again, thank you for considering the Brandon Police Service. I wish you all the best during the upcoming competition.

Yours truly,



Tyler Bates  
Chief of Police

# BRANDON POLICE SERVICE PROFILE

The Brandon Police Service provides community safety under the progressive leadership of the Police Service Executive. The Brandon Police Service serves a multi-cultural community with a staff of 111 sworn members and 59 civilian personnel.

PATROL DIVISION	SUPPORT DIVISION
<b>Patrol Section</b> 4 Platoons	<b>Clerical Front Desk Attendants</b> <b>Administrative Support Unit</b> <b>Organizational Development Section</b> Missing Person Unit Court Unit Training & Recruitment Unit Research Analyst Victim Services ACC/Public Safety (formerly known as Police Studies) Program  <b>Community Support Section</b>  School Liaison Unit  Crime Stoppers Community Mobilization Unit  Community Cadet Program  <b>Traffic Section</b> By-Law Unit Collision Reconstruction  <b>Operational Support Section</b> Detention Unit Forensic Identification Unit Forensic Computer Unit
CRIME DIVISION	
<b>Major Crime Section</b> Property Crime Person Crime	
<b>Organized Crime Section</b> Drug Investigations Intelligence Unit Counter Exploitation & Youth Intelligence Unit Crime Analyst Manitoba Integrated Law Enforcement Team (MILET) Manitoba Criminal Intelligence Center (MCIC)	
<b>Crime Suppression Section</b> Police Service Dog Unit National Weapons Enforcement Support Team (NWEST)	
<b>Critical Incident Command</b> Critical Incident Commanders	
Tactical Response Unit	
Crisis Negotiation Unit	

Employees are represented by the Brandon Police Association. The Association negotiates a collective agreement with the City on behalf of its members. The agreement sets out salaries, benefits, and working conditions.

## *Position Summary*

---

Officers begin their law enforcement career with Brandon Police Service in the Patrol Section. The Patrol Section is comprised of four (4) Platoons. The Patrol Section works a 12 hour shift consisting of 2 days, 2 nights and 4 days off. Platoon members are in uniform and responsible to respond to calls for service on a 24 hour day, 7 days a week basis. During their shift, they patrol, for the most part, in a single person marked patrol unit. In general, a Platoon member will maintain peace and good order, protect lives and property, and prevent and detect crime. While meeting the emerging needs of the community, they will deal with traffic problems, investigate hazardous/suspicious circumstances, provide crime prevention advice, and be a visible police presence.

## *Training*

---

### **Training**

Experienced Officer will have received Recruit training with the agency they are currently with and will have successfully completed Field Training with that agency. As such, they will not receive recruit training with Brandon Police.

Additional Training is provided and consists of some formal classroom study followed by a practicum of Field Training and Evaluation (FT&E). The classroom component is comprised of 2 Training Phases.

Experienced Officers will move forward to the Phase "B" Training. Phase "B" will see the candidate trained in various high-risk areas such as Officer Safety, Firearms, Driver Training, etc.

After the completion of Phase "B" Training, Officers will progress to Phase "C" training where they are trained in inter-office practices, such as Computer/ Dictation report flows and systems, policies, etc. After the completion of Phase "C" Training, candidates will be sworn in as a Constable.

Upon the successful completion of these phases of training, the Constable will enter into the FT&E Program for up to twelve (12) weeks, during which time they will be under the guidance of a field training officer who will act as a coach and mentor while exposing them to a variety of practical experiences. During the Constable's field training, they will be constantly supervised and evaluated by their Field Training Officer and the Platoon Supervisor.

The Field Training and Evaluation Program consist of spending training time coached by two different Field Training Officers (FTOs). FTOs will provide training, discussion, demonstration, and evaluation of tasks outlined in the Field Training Task Schedule. The

FTOs will complete a daily observation log, a weekly work evaluation report and other forms used to evaluate the recruit regularly.

After the FT&E period, if the Constable is rated acceptable, they will be assigned to platoon duties under the guidance of the Shift Supervisor, where they will be allowed to perform their duties unaccompanied.

### **Salaries (2025 Rates)**

---

<u>Rank</u>	<u>Hourly</u>	<u>Annual</u>
Recruit	\$27.11	\$56,379.34
Probationary	\$32.51	\$67,621.01
4 <sup>th</sup> Class Constable	\$37.94	\$78,905.42
3 <sup>rd</sup> Class Constable	\$43.35	\$90,168.47
2 <sup>nd</sup> Class Constable	\$48.78	\$101,452.88
1 <sup>st</sup> Class Constable	\$54.18	\$112,694.56
12 Year Constable	\$57.45	\$119,490.85
16 Year Constable	\$59.61	\$123,978.97

### **Benefits**

---

#### **Mandatory Benefits**

As a condition of employment, employees are required to participate in all benefit plans offered by the City of Brandon or negotiated through the collective bargaining process. Presently these benefits include:

- Dental
- Employee assistance program
- Pension
- Life Insurance
- Disability Income Protection Plan

These are co-funded by the City and its employees. Other benefits include paid overtime at x2 rate, sick leave, maternity leave, and vacation entitlement, which are tied to the collective agreement and length of service.

## **Optional Benefits**

These plans are completely employee funded. All optional plans are administered by Manitoba Blue Cross except for the Voluntary Accident Insurance which is administered by Municipal Employees Benefit Program (MEBP).

- Voluntary Accident Insurance up to \$250,000 coverage available;
- Family Life Insurance;
- Optional Life Insurance;
- Ambulance/Hospital Semi-Private Plan;
- Extended Health includes prescription drug, eye exam and physiotherapy;
- Travel Health Plan

# COMPETITION INFORMATION

---

Brandon Police Service and Human Resources have developed this competition information and application package for candidates wanting to work for the City of Brandon.

Information and documents required from an applicant to be considered in the competition are outlined in this handbook.

The competition process is as outlined below.

- **Step 1 – The Application Process**
- **Step 2 – Interviews**
- **Step 3 – Psychological Testing**
- **Step 4a – Background Investigation/Polygraph**
- **Step 4b – Medical Examination – Vision & Hearing**

Note: The City of Brandon reserves the right to amend the process should it be deemed necessary.

## *Timelines*

---

February 11, 2026 - ongoing	Competition open to Applications
On going	Applications reviewed; applicants advanced to competition are contacted
Application packages and test results will be reviewed and applicants ranked for advancement to Step 4, Interviews.	
TBD	Interviews
TBD	Psychological Testing
TBD	Backgrounds/Polygraphs/Vision & Hearing

*(The City of Brandon reserves the right to amend the process/timeline should it be deemed necessary)*

## ***STEP 1 – The Application Process***

---

The application process for the experienced police officer competition requires the submission of multiple forms. All the necessary forms are found in the Application Package. **Applications must be complete before the applicant will be considered for advancement in the competition.**

The minimum qualifications for applicants are:

- must be 18 years of age or older
- must be legally entitled to work in Canada
  - Provide proof of permanent residence or certificate of Canadian citizenship
- must be fluent in the English language
- completed Grade 12 or equivalent
- possess, or obtain as required, a valid Class 4 Province of Manitoba driver's license or equivalent
- driving record acceptable to Brandon Police Service standards
- meet vision and hearing standards
- Confirmation of completion of a recognized Police recruit training course

**NOTE:** Application packages will be processed for completeness upon receipt. Applicants are given an opportunity to make changes to their application **only prior to the deadline**. It is wise to make sure application packages are submitted well ahead of the deadline in order to make the necessary changes if needed.

\*The Brandon Police Service will determine if a Police Recruit training course is recognized

### **Application Form**

Along with submitting their application package, applicants are asked to complete the online application form.

### **Education**

The education level required to compete is a minimum Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma. Proof of graduation is required in the form of a certificate or diploma.

A transcript in place of a diploma is only acceptable if it contains a statement signed by the principal attesting to graduation requirements having been met. If that statement does not appear, it will not be accepted as proof of Grade 12 standing.

Applicants who have successfully completed other post-secondary education should attach documentation with respect to graduation.

### Driving Record

Applicants are required to have or obtain, by their start date, a valid Manitoba Class 4 driver's licence. As good driving habits and ability are important traits in Police Officers, applicants will be subject to scrutiny of their driving record. **You must include with your application, a photocopy of your driver's licence and a driver's abstract dated within 1 year of the application date.** The fee for obtaining the driver's abstract is borne by the applicant.

Driver's Abstracts will be assessed by the Brandon Police Service. Upon review of the Driver's Abstract, it may be determined that applicants are not accepted into the competition.

If at any time during the competition process, there are changes in your driving record they must be reported to a Competition Administrator.

## ***STEP 2 - Interviews***

---

Candidates will be interviewed by a selection panel consisting of an Inspector, a Staff Sergeant, and a Human Resources representative. The interview will examine a number of job dimensions related to this position. These are behavioural based interviews.

### **Brandon Police Service core competencies are:**

- Leadership
- Personal Effectiveness
- Interpersonal Skills
- Planning and Organizing
- Community and Partnership Development
- Problem Solving

## ***STEP 3 - Psychological Testing***

---

Candidates will be contacted to complete the psychological testing as the competition progresses. The tests quantify a candidate's perception of the roles of self and other specifics. The results objectively and quantitatively measure subliminally processed information, which established the subject's basic perceptions of roles and psychological stability. Candidates are not eliminated at this stage of the competition unless they do not

complete the test. The psychologist conducting the testing will reach out to each candidate individually for the testing.

### ***STEP 4a - Background Investigation/Polygraph***

---

#### **Background/Polygraph Information Package**

Applicants must provide a variety of references for background purposes. References must be competent to judge your character, temperament, and work habits. They must have definite knowledge of your qualification and fitness for the position of Police Officer.

Applicants must also answer a variety of bona fide questions in order for the background investigators and the polygraph tester to assess your suitability for this position.

You are no doubt aware that a Police Officer must be of good character with no criminal record and no evidence of association with known criminals. At this step in the competition process, a background investigation is administered by a background investigator from the Brandon Police Service or an agency appointed by the City of Brandon.

The complete application package and documentation is provided to the background investigator prior to the interview. The interview will be approximately 2 hours in length.

During the background investigation process, the candidates will undergo a polygraph examination.

Candidates successful through the background investigation will be ranked and conditional offers of employment will be made to the top candidate(s) based on hiring needs. These candidates will be scheduled for a medical examination. Ranked candidates who have not been offered conditional employment may be placed on a short list. The Brandon Police Service reserves the right to cancel the short list at any time. Candidates who do not pass the background investigation will not proceed in the competition.

## ***STEP 4b – Vision and Hearing Requirements***

---

### Vision Requirements

The Brandon Police Service has a vision standard which applicants must meet at the time of applying to the service. **These tests must be completed by an optometrist.** The standards are:

#### Visual Acuity:

- Corrected vision (with glasses or contacts): Visual acuity must be at least 6/6 (20/20) in one eye and 6/9 (20/30) in the other.
- Uncorrected vision (without glasses or contact lenses): Visual acuity must be at least 6/18 (20/60) in each eye OR 6/12 (20/40) in one eye and at least 6/30 (20/100) in the other eye.
- This minimum vision acuity is required for safe performance of policing duties if glasses or contacts are lost or displaced.

#### Field of Vision:

Must be at least 150 degrees continuous along the horizontal meridian and 20 degrees continuous above and below fixation with both eyes opened and examined together.

#### Depth Perception:

Normal stereo vision (use of both eyes to judge distances) must be present. Stereo acuity must be a minimum of 70 seconds of arc or better on Titmus test.

#### Colour Vision Testing:

Using any standardized Pseudo-Isochromatic plates (Ishihara, A-O, HRR, Dvorine). If applicants correctly identify all patterns presented in such tests, colour-vision will be considered normal. If needed, further evaluation will be conducted with devices such as Farnsworth D-15 discs. If applicant demonstrates a colour-vision deficiency on the Farnsworth discs, they will not meet the vision standards requirements of the Brandon Police Service.

#### Laser Surgery:

Applicants who have had corrective laser eye surgery will be required to provide proof of meeting the vision requirements for the first year after the surgery as a condition of employment.

Please provide the vision forms contained in the application package to an optometrist for completion. The optometrist's signature, address and phone number must appear on the form. All costs associated with the vision test are borne by the applicant.

**Forms must be dated within one year of the application date.**

## Hearing Requirements

The Brandon Police Service has a hearing standard which applicants must meet at the time of applying to the force. **These tests must be completed by an audiologist.** The standards are:

Pure tone hearing loss in the worst ear must be no greater than the following

<b>Frequency</b>	<b>500 Hz</b>	<b>1000 Hz</b>	<b>2000 Hz</b>	<b>3000 Hz</b>
<b>dB Loss</b>	25 dB	25 dB	25 dB	35dB

**OR**

No greater than 30 dB at any one of the first three frequencies, and average of four frequencies no greater than 30 dB.

Please provide the hearing form contained in the application package to an audiologist for completion. The audiologist's signature, address and phone number must appear on the form. All costs associated with the hearing test are borne by the applicant.

**Forms must be dated within one year of the application date.**