

Brandon Police Service



Recruit Police Officer Application Handbook

Competition # 245

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COMPETITION WELCOME

We appreciate your interest in our Recruit 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 POPAT, 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 # 245.

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CHIEF OF POLICE WELCOME



BRANDON POLICE SERVICE
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June 8, 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 offers 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.



Tyler Bates
Chief of Police
Tyler Bates
Chief of Police

BRANDON POLICE SERVICE PROFILE

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

Recruit Training

You will participate in the BPS Recruit Training Program followed by field training.

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 th Class Constable	\$37.94	\$78,905.42
3 rd Class Constable	\$43.35	\$90,168.47
2 nd Class Constable	\$48.78	\$101,452.88
1 st 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 – POPAT**
- **Step 3 – The Skills Assessment Examination**
- **Step 4 – Interviews**
- **Step 5 – Psychological Testing**
- **Step 6a – Background Investigation/Polygraph**
- **Step 6b – Medical Examination – Vision & Hearing**

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

Timelines

June 8 – August 7, 2026	Competition open to applicants
August 24, 2026	Applicants advanced to competition are contacted
September 3, 2026	POPAT
September 9, 2026	Skills Assessment Exam
Application packages and test results will be reviewed and applicants ranked for advancement to Step 4, Interviews.	
September 16-17	Interviews
September 21 – October 16, 2026	Psychological Testing
September 21 – December 1, 2026	Backgrounds/Polygraphs
February 1, 2027	Class Start Date

(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 police recruit 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

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.

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 must hold a valid Manitoba Class 4 driver's licence prior to the commencement of training. Candidates are strongly encouraged to obtain the licence as early as possible and, if not already licensed, must begin the Class 4 process immediately upon hire. 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. (As is the fee for Class 4 driver's licence. The sooner you obtain your Class 4 the better).

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.

POPAT Medical Requirements

You are required to have your doctor complete a one-page questionnaire attesting to your physical suitability to participate in the Police Officers' Physical Abilities Test (POPAT).

The questionnaire is found in the Application Package. All costs associated with this general examination are borne by the applicant.

The Application Package also contains a liability release that must be signed by the applicant and returned with their application.

STEP 2 – Police Officer’s Physical Abilities Test (P.O.P.A.T.)

All candidates are required to successfully complete a physical abilities test to proceed in the competition.

The selected test is the Police Officer’s Physical Abilities Test (POPAT). The POPAT was developed by the British Columbia Department of Justice and is widely recognized as a bona fide physical abilities test of police applicants. It consists of an obstacle course that the applicant must complete within **4 minutes 45 seconds**. The POPAT is a pass/fail step. Candidates are not ranked according to time taken to complete the POPAT.

Prior to the POPAT, all candidates will be allowed to view and try out the equipment for the test. The POPAT tester will walk the candidates through the course so they fully understand how the course is run. Candidates may ask questions at this time.

Immediately before starting the test, qualified medical personnel will check each candidate’s resting heart rate and blood pressure to ensure the candidates heart rate is not 100 beats per minute or higher and their blood pressure does not exceed 150/100 mg Hg.

There are no allowances made for age or gender difference between candidates. The standards set for each component are determined to be the minimum required standards for satisfactory performance in the position.

The results will be immediately available to you on completion of the test.

Stopping the Test

Candidates can withdraw at any time if they feel they cannot complete the test. The POPAT administrator can stop the candidate at any point during the test at their discretion.

Tips

- Arrange your schedule so that you have enough time to rest properly before you take the test.
- Pack appropriate clothing - we suggest shorts or sweat pants, t-shirt, and running shoes with good grip.
- Bring water/water bottle.
- Keep moving after the test to bring your heart rate down to a resting rate.

Rules and Guidelines during POPAT

Candidates must:

- Arrive 15 minutes prior to start time to be checked in
- Bring I.D.
- Bring your own water bottle
- Bring clean indoor, non-marking gym shoes (with good grip)
- Wear comfortable gym clothing
- No drugs, smoking, or alcohol prior to running the POPAT
- Leave any jewelry and valuables at home
- Exit ACC gym immediately after being cleared by the nurse

STEP 3 – Skills Assessment Exam

Applicants accepted into the competition will be contacted to attend the skills assessment examination, the **FrontLine** Video Testing System for Law Enforcement. **FrontLine** is a video-based, multiple-choice test that portrays situations commonly faced in law enforcement. Candidates are required to analyze situations and make quick judgments about how to respond. This test consists of three (3) components:

- Human Relations Video Testing (Length of test: 1 hour 23 minutes), and the required score to pass is 65%.
 - Judgment
 - Human Interaction
 - Responding Calmly to Provocation
 - Unbiased Enforcement
 - Ethics and Social Maturity
 - Handling Authority
 - Gaining Cooperation
 - Observation and Analysis

- FrontLine Reading Test (Length of test: 12 minutes), and the required score to pass is 70%.
 - Officer Standard Reading Level

- FrontLine Incident Observation and Report Writing Video Test (Length of test approx. 40 minutes), and the required score to pass is 70%.
 - Observation Skills
 - Accurate Report Writing
 - Basic Writing Competency

Applicants attending the skills assessment examination are required to provide photo identification and sign in prior to writing the exam. Pencils will be provided. Dress comfortably; you are not graded on your appearance.

The examination will last for approximately three hours.

The Human Relations and Reading tests will be graded immediately upon completion. Candidates must achieve the minimum scores for each test listed above to proceed to Step 4 of the competition, which is the Interview. Unsuccessful candidates will not proceed in the competition.

For more information regarding the Ergometrics FrontLine test for law enforcement applicants, visit their website at www.ergometrics.org. There is a practice test available at this site; candidates are responsible for the cost of the practice test.

STEP 4 - 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.

Brandon Police Service core competencies are:

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

STEP 5 - 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 6a - 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 6b – Vision and Hearing Requirements

Vision Requirements

The Brandon Police Service requires applicants to meet established vision and hearing standards; however, while the hearing and vision declaration form must be submitted at the time of application, completion of the actual hearing and vision tests is not required until later in the process. **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 from 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

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
dB Loss	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 from the application date.