

CISO 2006 Intelligence Training Program

Unparalleled Excellence Through Superior Training



Criminal Intelligence Service Ontario

Criminal Intelligence Service Ontario

2006 Intelligence Training Program



"Over the past 40 years, CISO has taken a leadership role in working to prevent the spread of organized crime. The importance of education in that effort has long been recognized."

Fellow CISO Members,

2006 is a milestone year for CISO as we celebrate our 40th Anniversary. Intelligence training continues to be a cornerstone of our organization. Ongoing training is vital to ensuring that our members have the requisite knowledge to perform their duties effectively. We are committed to quality service and continuous improvement in this important area of our operations.

The constant threat from terrorism and organized crime reminds us that we must remain vigilant in protecting our communities. One of the critical ways of achieving this is to provide our students with the highest standard of training possible.

Over the years, CISO has continued to expand its training program in order to meet the needs of the membership. Through classroom and outreach training, CISO offers courses to its membership and to the broader police community in three categories: Academic, Undercover/Covert Operations and Technical Investigations. CISO training facilities are state-of-the-art and situated within the Ontario Police College in Aylmer, Ontario. These facilities provide its students with an opportunity to learn in an exceptional training environment. CISO utilizes an extraordinary group of subject matter experts in addition to our dedicated training staff.

CISO's program activities, and in particular, the training program, are driven by a focus on the threat to community safety and security. As the threat evolves, so do our programs. In 2005 we have expanded our core curriculum with the addition of several new and redesigned courses, including those dealing with Financing Terrorism, Digital Photography for Surveillance Officers and Analytical Foundations. 2006 will include additional enhanced training in the analytical field with the introduction of the Operational Intelligence Analysis Course. The CISO outreach training program will also be expanded in 2006 with courses on source management.

Over the past 40 years, CISO has played a leadership role in the intelligence community working to prevent the spread of organized crime and terrorism. The importance of training in that effort has long been understood. With the continued cooperation and support of our member agencies, I am very confident that CISO training will continue to provide outstanding educational opportunities during 2006 and in the future.

A handwritten signature in black ink, appearing to be 'A.R. Bush', written in a cursive style.

Detective Inspector A.R. (Al) Bush
Director of CISO

Administration

Registration

All correspondence related to CISO course registration should be directed to the CISO Training Section.

Registration applications should be forwarded to:

CISO
c/o Ontario Police College
10716 Hacienda Road
Aylmer West, ON N5H 2T2

Enrollment for each course is based on the optimum number of students for the specific teaching program and may vary from year to year. Once courses are fully subscribed, candidate applications will be placed on a waiting list. Every effort will be made to distribute training positions on all courses among the applicant agencies.

Written correspondence from CISO will be sent to the Intelligence Unit Commander and/or the police service-training department regarding candidate placement and participation in the courses.

Fully completed student application forms must be received no later than eight weeks prior to the beginning of the course. The name of each individual candidate must be provided on the application form. Immediate submission of applications for year 2006 courses by e-mail or fax is recommended.

Cancellation

CISO should be notified immediately when an agency intends to either cancel or replace a student.

Cancellations, which occur within two weeks of the commencement of a course, may be subject to an administration fee of \$100.00 should a suitable replacement not be identified.

Location

Most CISO courses are held at the CISO training facilities located at the Ontario Police College, Aylmer West, Ontario. Depending on specific requirements, all or portions of a course are held off-campus. CISO joining instructions, which are sent out six to eight weeks in advance of the course start date will include details on the location of each course and information specific to the classroom site (e.g. dress code and accommodation). Directions to the Ontario Police College have been included in this publication.

Medical

The Ontario Police College is a barrier-free facility. CISO welcomes applications from candidates who may have a physical limitation that may otherwise restrict participation in physical training activities, unless the physical activity forms an integral part of the training program.

Enrollment Eligibility

All supervisors submitting prospective candidate names for courses, must ensure that the candidate is qualified and has successfully completed any pre-requisite courses. The candidate's unit commander must sign the CISO application and indicate why the candidate needs the training course.

Eligibility for all regularly scheduled CISO courses is based on the following order of priorities:

1. All Level I and II member agencies in good standing with CISO.
2. Personnel from other recognized police services in Ontario when there are available positions.
3. Personnel from other provincial Ministries when there are available positions.
4. All affiliated CISC members in good standing.
5. Members from out of province police services to a maximum determined by each specific training program needs/requirements.
6. Personnel from government agencies or commissions whose functions are law enforcement related. Enrollment in these circumstances is assessed for each specific training program.
7. Consideration is given to exigent or special needs situations which may develop in a specific law enforcement agency.

Certification Standards

The minimum passing standard for all CISO diploma courses is 75%. Attendance for all courses must be maintained at 85% or better in order to receive certification. Please arrange court appearances and other duties accordingly.

Student Fees/Expenses

Unless otherwise stated, all members of CISO will receive the following free of charge for all scheduled courses:

- Meals and accommodations (exceptions noted below)
- Notebooks and stationery
- Reference books (loan)
- Instruction

Travel expenses will not be covered.

There will be additional expenses for certain CISO courses in relation to laboratory assignments and training exercises held off-site. These expenses will not be reimbursed by CISO unless otherwise specified prior to commencement of the course.

Occasionally courses require students to be away from the Ontario Police College during meal times. In these circumstances, the student will be required to pay for his or her meals subject to the reimbursement policy of their home agency/service. Courses requiring off-campus work will be identified in the joining instructions.

A fee of \$109.25 per student day of instruction will be charged to students attending CISO courses from external agencies. Please contact the Training Section for details.

Instructional Hours

CISO courses normally begin at 8:30 each morning, Monday through Friday. Students may be required to attend classes on the Sunday evening at the beginning of a course or on a statutory holiday. These details will be provided in the joining instructions. Most CISO courses provide instruction or practical exercises during evening hours.

C-24 Designations

CISO is mandated by the Government of Ontario to provide officer training in support of the C-24 Designation Process. Candidates who successfully complete the C-24 training receive a certificate from CISO for the purposes of training only. C-24 Designations are made under a separate process and approved only by the Minister of Community Safety & Correctional Services.

Technical Investigator Courses

Students registering for these courses must complete the mandatory Technical Investigation Pre-Course offered by CISO as a distance-learning program through George Brown College. Students with either a valid certificate or diploma in electronics may seek exemption from the Pre-Course. Inquiries or requests for exemption should be directed to the CISO Technical Training Coordinator. Copies of relevant certificates/diplomas must be forwarded with the request for exemption.

The CISO Introduction to Technical Investigations course must be completed before all other courses in this particular program stream.

Ontario Police College General Investigation Techniques and the CISO Mobile Surveillance Foundations courses are highly recommended pre-requisites for the Technical Investigator.

Prior to training, students will be required to present an installers tool kit, as recommended for the applicable course(s). Please contact the Technical Training Coordinator for more information.

Dress Code

Students participating in CISO courses are required to bring clothing suitable for the operational requirements of the instructional program. The classroom order of dress is business casual unless otherwise directed by the course coordinator.

2006 Chronological Schedule of Courses

Proceeds of Crime Investigations	January 16–27	pg. 07
Introduction to Undercover Techniques	January 30–February 3	pg. 09
Interception of Private Communications	February 13–24	pg. 10
Human Source Development	February 27–March 3	pg. 11
Investigative Analysis	March 6–10	pg. 08
Introduction to Technical Investigations	March 20–31	pg. 24
Financing Terrorism	March 27–April 7	pg. 12
Technical Techniques Orientation*	April 3–13	pg. 24
Covert Operation Handler	April 24–28	pg. 13
Technical Interception of Private Communications*	May 1–June 2	pg. 24
Mobile Surveillance	<i>To be announced</i>	pg. 14
Advanced Undercover Techniques	June 5–16	pg. 15
Electronic Tracking	June 5–9	pg. 25
Analytical Foundations	June 12–23	pg. 18
Bill C-24 Lawful Justification	June 27, 28	pg. 16
Alarm Intrusion Detection*	September 5–15	pg. 25
Operational Intelligence Analysis	September 11–22	pg. 17
Covert Video	September 18–29	pg. 25
Introduction to Undercover Techniques	October 2–6	pg. 09
Witness Protection and Relocation	October 16–27	pg. 19
Human Source Development	October 30–November 3	pg. 11
Bill C-24 Lawful Justification	November 14, 15	pg. 16
Intelligence Officer	December 4–15	pg. 20
Unit Commander Workshops	<i>As per Operating Body meetings</i>	pg. 21
Surveillance Foundations	<i>See course description</i>	pg. 22

* Course is shortened due to statutory holiday

The College will be closed for statutory holidays as listed in the table below:

New Year's Day (in lieu of)	Monday, January 2, 2006
Good Friday	Friday, April 14, 2006
Easter Monday	Monday, April 17, 2006
Victoria Day	Monday, May 22, 2006
Canada Day (in lieu of)	Friday, June 30, 2006
Civic Holiday	Monday, August 7, 2006
Labour Day	Monday, September 4, 2006
Thanksgiving Day	Monday, October 9, 2006
Remembrance Day (in lieu of)	Friday, November 10, 2006
Christmas Day	Monday, December 25, 2006
Boxing Day	Tuesday, December 26, 2006

2006 Alphabetical Schedule of Courses

Advanced Undercover Techniques	June 5–16	pg. 15
Analytical Foundations	June 12–23	pg. 18
Alarm Intrusion Detection*	September 5–15	pg. 25
Bill C-24 Lawful Justification	November 14, 15	pg. 16
Bill C-24 Lawful Justification	June 27, 28	pg. 16
Covert Operation Handler	April 24–28	pg. 13
Covert Video	September 18–29	pg. 25
Electronic Tracking	June 5–9	pg. 25
Financing Terrorism	March 27–April 7	pg. 12
Human Source Development	October 30–November 3	pg. 11
Human Source Development	February 27–March 3	pg. 11
Intelligence Officer	December 4–15	pg. 20
Interception of Private Communications	February 13–24	pg. 10
Introduction to Technical Investigations	March 20–31	pg. 24
Introduction to Undercover Techniques	January 30–February 3	pg. 09
Introduction to Undercover Techniques	October 2–6	pg. 09
Investigative Analysis	March 6–10	pg. 08
Mobile Surveillance	<i>To be announced</i>	pg. 14
Operational Intelligence Analysis	September 11–22	pg. 17
Proceeds of Crime Investigations	January 16–27	pg. 07
Surveillance Foundations	<i>See course description</i>	pg. 22
Technical Interception of Private Communications*	May 1–June 2	pg. 24
Technical Techniques Orientation*	April 3–13	pg. 24
Unit Commander Workshops	<i>As per Operating Body meetings</i>	pg. 21
Witness Protection and Relocation	October 16–27	pg. 19

* Course is shortened due to statutory holiday

Proceeds of Crime Investigations

Date: JANUARY 16–27, 2006

Duration: 2 WEEKS

Note:

- Candidates will require a current Criminal Code.
- A portable calculator is a necessary requirement.
- A laptop computer is not a requirement, but would be of benefit.

Candidates

Personnel who are CISO members active in the field of criminal investigation, including but not limited to: Intelligence, Drugs, Fraud, Major Crime, Morality and Gambling. Candidates should have an investigative background and be familiar with procedures relating to the execution of search warrants and the preparation of criminal cases. It is recommended that candidates attending this course should have completed the General Investigation Training Course or equivalent.

Expenses related to meals while students are involved in exercises external to the training site will also be the responsibility of the student.

Course Description

This course will provide candidates with the knowledge and skills necessary to conduct Proceeds of Crime investigations and will also provide them with the background knowledge upon which to build and develop resources within their own jurisdiction.

Topics

- proceeds of crime and terrorist groups
- funding application procedures
- previous proceeds of crime investigations
- court cases and case law
- legislation empowering the seizure of assets
- basic accounting and bookkeeping principles
- the procedures to gather evidence from financial institutions
- an understanding of real estate and related transactions
- land registrar and property titles
- financial vehicles used to facilitate the purchase/laundry of assets
- international treaties and foreign resources
- guidelines to properly administer this responsibility
- accounting procedures
- Ministry of A.G. policy
- mutual legal assistance treaties
- case law studies
- forfeiture and international sharing
- seized property management directorate

Standards

Students will be graded on an individual assignment, a group exercise and a final examination. Certificates will be issued upon successful attendance and course completion.

Investigative Analysis

Date: MARCH 6–10, 2006

Duration: 1 WEEK

Candidates

CISO members' personnel or other regulatory or investigative agencies of government, whose duties require the analysis of information relative to complex investigations.

Course Description

The course provides candidates with the basic knowledge and skills necessary to determine patterns, direction and trends in criminal activity and to prepare information for speedy, accurate dissemination.

Topics

- the intelligence cycle
- interference development and assessment
- activity flow charting
- event flow charting
- commodity flow charting
- frequency charting
- link diagrams
- information dissemination
- presentation skills
- report writing

Standards

Candidates will be evaluated on the basis of individual and syndicate exercises. Certificates will be issued upon successful attendance and course completion.

Introduction to Undercover Techniques

Date: JANUARY 30–FEBRUARY 3 AND OCTOBER 2–6, 2006

Duration: 1 WEEK EACH

Note:

Candidates will be provided with a Field Training Manual to be completed upon their return to the respective agencies. This manual will be used in the selection process for prospective candidates for the Advanced Undercover Officer training Phase 3.

Candidate Selection

Law enforcement officers who have demonstrated an aptitude for undercover work and have chosen to volunteer for this specialized duty. Candidates must successfully complete all aspects of the program screening process.

The candidate's supervisor must interview the potential candidate and explain the role, demands, problems and responsibilities of undercover/cover team operators. Candidates must be recommended as suitable by their supervisor or endorsed by the Intelligence Unit Commander.

Course Description

This is a very intensive initiative that will introduce the candidates to proven methods of conducting undercover operations through classroom instructions, briefings and practical exercises.

Topics

- role of cover team members
- lawful justification overview
- undercover identity
- practical exercises
- psychological factors of undercover operations
- operator/cover persons
- officer safety
- ethical concepts
- anti-terrorism
- role of undercover operators
- non-verbal communication
- evidence/presentation/notes
- case law studies
- interviewing techniques
- informants/agents
- note taking
- technical equipment
- Bill C-45

Standards

Candidates will be assessed and evaluated during a series of practical exercises by their coaches and course coordinator. Certificates will be issued upon successful attendance and course completion of program (Phase 2.)

Interception of Private Communications

Date: FEBRUARY 13–24, 2006

Duration: 2 WEEKS

Note:

- Candidates will require a current Criminal Code.
- A laptop computer is a necessary requirement.
- There will be evening exercises during the entire course. Students must be willing and prepared for a full commitment to the program.

Candidates

Authorized law enforcement personnel who are required to prepare or supervise the preparation of affidavits, applications and related orders for the purpose of obtaining authorization to intercept private communications pursuant to the provisions of the Criminal Code.

It is highly recommended that candidates attending this course should have successfully completed the General Investigation Training Course, the OPC Search and Seizure course, and the Investigative Analysis Course. Consideration will be given to candidates who have successfully completed equivalent courses or have gained related workplace experience.

Course Description

An in-depth and comprehensive examination of the issues relevant to obtaining lawful authorization to intercept private communications. Instruction will include procedures to obtain warrants for lawful tracking, D.N.R.'s and DNA collection.

Topics

- definitions, offences and penalties
- pre-affidavit evaluation of information
- preparation and presentation of affidavits and authorizations
- D.N.R. warrants
- lawful justification provisions
- suggested monitoring procedure, forms and reporting processes
- preparation of court briefs
- editing procedures
- CISO interception manual
- anti-terrorism legislation
- tracking warrants
- orders of assistance
- case law studies
- courtroom presentation and procedures

Standards

Candidates are evaluated on the basis of syndicate exercises, individual exercises and entrance and final examination. Certificates will be issued upon successful attendance and course completion.

Human Source Development

(previously Informant Development)

Date: FEBRUARY 27–MARCH 3, OCTOBER 30–NOVEMBER 3, 2006

Duration: 1 WEEK EACH

Candidates

Personnel who are, or will be directly involved in the recruitment, maintenance and handling of informants and or agents, or those concerned with establishing an informant/agent development program. It is recommended that candidates attending this course should have completed at minimum the General Investigation Training Course or equivalent.

Course Description

This course will supply candidates with a comprehensive working knowledge of standard operating practices and proven methods in relation to:

1. Recruiting, developing, handling and managing informants and/or agents.
2. Developing and maintaining a program to manage informants and agents in compliance with Provincial and departmental guidelines.)

Topics

- terms and definitions
- funding
- criminal informants/agents
- case law
- records and documentation
- operational scenarios
- dissemination of information
- CISO guidelines/policy
- daily informant maintenance
- interaction with U/C operators
- operational planning
- witness protection and relocation
- the working agent
- personality profiling
- in-custody informants
- cover teams
- lawful justification provisions
- ethics
- motivating factors
- cover story
- Bill C-45

Standards

Students will be evaluated based upon classroom participation, syndicate exercises and written examination. Certificates will be issued upon successful course completion including compliance with CISO attendance requirements.

Financing Terrorism

Date: MARCH 27–APRIL 7, 2006

Duration: 2 WEEKS

Candidates

Personnel who are or will be directly involved in gathering intelligence/investigating terrorist groups or active in a Proceeds of Crime Unit.

Course Description

This course will supply students with a comprehensive working knowledge of legislation/case law surrounding terrorism and money laundering. It will also provide a detailed look at how terrorists utilize various crimes and schemes to raise and move money out of Canada to fund terrorist activities. The course will avail students of the necessary tools to conduct comprehensive investigations as part of a team.

Topics

- terrorist legislation
- terrorist groups and organized crime links and targeting
- Internet research
- money laundering specific to terrorist groups
- methodology, crimes, schemes and cyber-terrorism
- proceeds of crime
- civil asset forfeiture
- Mutual Legal Assistance Treaties (MLAT's)
- practical exercises, (Internet research, case law and case studies)

Standards

Candidates will be evaluated on the basis of classroom participation, syndicate exercises and final examination. Certificates will be issued upon successful attendance and course completion.

Covert Operation Handler

Date: APRIL 24–28, 2006

Duration: 1 WEEK

Candidates

Law enforcement officers directly engaged in undercover or covert operations. The candidate should have experience in covert operations such as physical and/or technical surveillance, human source development and handling and investigative techniques. Candidates at minimum must have completed the CISO Intelligence Officer Training Course, Ontario Police College General Investigations Course or Drug Investigators Course.

The candidate's supervisor must interview their potential candidate and explain the role, demands, problems and responsibilities associated with undercover or covert operations. Candidates must be recommended as suitable by their supervisor or endorsed by the Intelligence Unit Commander.

Course Description

This is an intensive training initiative that will introduce the candidates to proven methods in relation to aspects covert operations, through classroom instructions, briefings and practical exercises.

Topics

- officer safety
- ethical concepts
- psychological factors of covert operations
- role of cover team members
- role of undercover operators
- lawful justification overview
- covert identification
- covert operator/cover persons
- anti-terrorism and cover team responsibilities
- non-verbal communication
- evidence/courtroom presentation/note-taking
- case-law studies
- interviewing techniques
- informants/agents management
- physical surveillance
- technical equipment
- Bill C-45

Standards

Candidates will be assessed and evaluated during a series of practical exercises by their coaches and course coordinator. Certificates will be issued upon successful attendance and course completion of program.

Mobile Surveillance

Date: TO BE ANNOUNCED

Duration: 3 WEEKS

Note:

- Candidates are required to supply an appropriate surveillance vehicle that meets Ministry of Transportation safety certification guidelines.
- CISO compatible radios are required. These include both hand-held and vehicle-based radios.
- Vehicles for this training course are NOT provided by CISO.

Special Attention:

Please be advised that other course participants may be operating your company's vehicle during the practical exercise phase of this course. All participants must ensure that adequate and proper insurance protection is provided for both the vehicle operator and vehicle owner.

Candidates

Members of agencies with established surveillance teams or other law enforcement personnel who may be called upon from time to time to participate in surveillance operations. It is suggested that all applicants complete the Police Vehicle Operations course offered by the Ontario Police College, or equivalent, prior to participation in the Mobile Surveillance Course.

Dress

Candidates are required to bring clothing suitable for all operational situations.

Fee Schedule

Students share equally the cost of gasoline, oil and other normal operating expenses of vehicles used in the practical exercises. Expenses related to meals while students are involved in exercises external to the training site will also be the responsibility of the student.

Course Development

The course exposes candidates to standard and accepted methods of covert mobile and foot surveillance procedures. CISO does not instruct on "high risk" arrests, take-down procedures or counter-surveillance tactics.

Topics

- radio communication
- technical support equipment
- surveillance tactics training
- case law studies and Bill C-24
- urban and rural surveillance exercises
- pursuit regulations
- note-taking associated policy
- appropriate request documentation
- court preparation
- ethical concepts
- vehicle tracking

Standards

Student participation and performance will be evaluated during a series of practical exercises on an ongoing basis throughout the course. Certificates will be issued upon successful attendance and course completion.

Advanced Undercover Techniques

Date: JUNE 5–16, 2006

Duration: 2 WEEKS

Note:

Candidates are required to complete a health awareness survey as part of the pre-program assessment process. This is intended to safeguard the psychological health of the operator.

N.B. Location of instruction for this program to be announced

Candidate Selection

Law enforcement officers who have demonstrated an aptitude for undercover work and have chosen to volunteer for this specialized duty and have successfully completed all aspects of the program screening process. Candidates must have successfully completed the CISO Introduction to Undercover Techniques Course.

The candidate's supervisor must recommend the candidate for entry to both the training course and the CISO Undercover Operators Pool and that recommendation must be endorsed by the unit commander.

Fee Schedule

Each student will contribute \$600.00 to offset their expenses incurred during the many practical exercises. A full accounting of all expenditures will be provided by the student to their respective department at the conclusion of the program.

Course Description

This is an extremely intensive initiative that will introduce the candidates to proven methods of conducting diverse undercover operations through classroom instructions, briefings and practical exercises conducted in real life situations.

Topics

- role of cover team members
- role of undercover operators
- Lawful Justification designation
- non-verbal communication
- undercover identity
- evidence/presentation/notes
- practical exercises in the field
- case law studies
- psychological factors of undercover
- infiltrating extremist groups
- counter-surveillance
- operators/cover persons
- case law
- officer safety escape and evasion
- informants/agents
- ethical concepts
- note taking
- undercover Internet information
- characteristics of armed persons
- organized crime groups
- evidence
- Bill C-45

Standards

Candidates will be assessed and evaluated by their coaches and course coordinator on an ongoing basis during a series of practical exercises conducted in the field. Certificates will be issued upon successful completion of the program, (Phase 4.) Candidates will be invited to enter the CISO Undercover Operator Pool (Phase 5.)

Bill C-24 Lawful Justification

Date: JUNE 27, 28 AND NOVEMBER 14, 15, 2006

Duration: 2 DAYS

Candidates

Personnel who are or will be directly involved in covert operations and handling of agents and who may reasonable be anticipated to utilize the provisions of the Lawful Justification scheme. Applicants should have completed at minimum the General Investigation Training Course or equivalent.

Course Description

This course will supply candidates with a comprehensive working knowledge of the provisions of the Lawful Justification Scheme as set out in sections 25.1–25.4 CC.

In addition candidates will be introduced to best practices and proven methods in relation to covert operations and handling agents.

Topics

- the law
- terms and definitions
- operational planning
- witness protection and relocation
- informants/agents in-custody informants
- case law
- operational scenarios
- ethics

Standards

Candidates will be evaluated on the basis of classroom participation, syndicate exercises and final examination. Certificates will be issued upon successful attendance and course completion.

N.B.: Officers seeking public officer designation under the Lawful Justification Provisions, shall make application to their respective Senior Officials who will forward such applications in the approved manner to the Ministry of Community Safety and Correctional Services.

Additional courses may be offered throughout the year depending on the need.

Operational Intelligence Analysis

Date: SEPTEMBER 11–22, 2006

Duration: 2 WEEKS

Candidates

The Operational Intelligence Analysis Course is intended for practicing analysts who have successfully completed the Analytical Foundations course, and whose primary duties encompass tactical and/or operational intelligence analysis.

Course Description

An intermediary-level course, Operational Intelligence Analysis is designed to provide students with the necessary tradecraft and practical application of that tradecraft to be successfully employed supporting a single investigation, specialized law enforcement, or intelligence units. With a heavy emphasis on the practical, the course will build on the framework established in Analytical Foundations.

Topics

- review of the intelligence cycle, as it applies to operations
- analytic support to the investigative process
- analytic support to major case management
- analysis and disclosure as it applies to Canadian law
- collection planning and sources of information
- validating and sourcing information to support investigations and enforcement strategies
- analytic processes, such as:
 - link analysis
 - time series (timeline) analysis
 - commodity flow analysis
 - net worth analysis
 - gap analysis
 - toll and pattern analysis
 - threat and risk assessment
 - report writing and briefing
 - introduction to electronic analytic tools (i.e., i2 Notebook, Watson)

Standards

Students will be evaluated individually and collectively throughout the course. There will be a number of tutorial exercises, two examinations and a final major practical exercise. A Certificate will be issued upon successful completion of the course.

Analytical Foundations

Date: JUNE 12–23, 2006

Duration: 2 WEEKS

Candidates

The Analytical Foundations course is intended for new intelligence analysts, or those whose duties require them to be conversant with the role, direction and focus of intelligence analysts within their agencies.

Course Description

The course is an introduction to the ‘discipline’ of intelligence and the role of analysis and the analyst within the intelligence process. It is designed to provide students with an understanding of the intelligence process and provide theoretical and practical frameworks necessary for analysts to succeed, whether they are supporting operations at the tactical, operational or strategic levels, or assisting in strategic planning. With a greater focus on the methodology of analysis, the student’s foundation will be strengthened regardless of the employing agencies focus or specialty.

Topics

- intelligence process
- understanding the intelligence community
- understanding criminal intelligence and intelligence-led policing
- critical thinking methods
- premise and inference development
- analytical techniques/models
- understanding and overcoming analytical biases
- collection coordination/planning
- understanding sources and agencies
- information management
- understanding client needs and goals
- analytical project planning
- product design and delivery
- report writing and briefing

Standards

Students will be evaluated throughout the course; there will be several tutorial exercises, two examinations and a final practical exercise. A Certificate will be issued upon successful completion of the course.

Witness Protection and Relocation

Date: OCTOBER 16–27, 2006

Duration: 2 WEEKS

Candidates

CISO personnel who are or will be mandated to establish and maintain a witness security and relocation program. Due to the nature of this aspect of law enforcement, agencies are advised to nominate a witness protection and relocation officer for a period of not less than three years.

Course Description

Consistent with Ministry practices, sources of assistance and guidelines will be identified for those officers involved in the security and relocation of witnesses.

Topics

- witness selection criteria
- threat assessment
- funding (basic accounting)
- practical exercises
- technical resources
- provincial/federal legislation
- interviewing
- operational planning
- trace leads
- operational planning
- contacts and sources
- records and documentation
- case law studies
- psychological factors/stressors
- role and responsibilities of the investigator
- new identities for victims of abuse (NIVA)
- emergency temporary relocation
- officer set-up
- agent/informant handling
- lawful justification designation
- Bill C-45

Standards

Candidates will be evaluated on the basis of syndicate and individual exercises, and a final examination. Certificates will be issued upon successful attendance and course completion.

Intelligence Officer

Date: DECEMBER 4–15, 2006

Duration: 2 WEEKS

Candidates

This course is intended for new intelligence members or those officers whose duties require them to be conversant with the role, direction and focus of intelligence services.

Course Description

The course is an introduction to the intelligence organization and is designed to assist the candidate in establishing contacts within both the police community and private industry. The course provides candidates with an understanding of the nature and scope of organized crime groups operating throughout North America and the services available to combat the spread of organized crime.

Topics

- collection plans
- computers and crime
- Criminal Intelligence Service Ontario
- intelligence process
- joint force operations/funding
- intelligence organizations and their services
- intelligence-led policing
- networking
- organized crime families
- proceeds of crime
- Part VI Criminal Code
- undercover
- witness protection
- technical surveillance
- mobile surveillance
- investigative analysis
- anti-terrorism
- informants/agents
- ethical concepts
- overview of lawful justification
- Bill C-24
- Bill C-45

Standards

Students will be evaluated throughout the course, there will be two examinations. A Certificate will be issued upon successful attendance and course completion.

Unit Commander Workshops

Date: AS PER OPERATING BODY SCHEDULE

Duration: AS PER OPERATING BODY SCHEDULE

Candidates

Authorized law enforcement personnel in good standing as members of CISO, or other regulatory or investigative agencies of government, employed in a supervisory capacity within an intelligence services unit.

Course Description

Issues relevant to managing an Intelligence section or bureau.

Topics

- Physical Surveillance
- Serial Predators
- Witness Protection
- Informant/Agent Development
- Part VI
- Intelligence Analysis
- Technical Surveillance (support)
- Undercover
- The intelligence process
- Management practices and principals (leadership symmetric with operational environment, goals and objectives-evaluation, etc.)
- CISO
 - Niche/ACIIS/SuperText
 - budget preparation and submission (to include CISO/JFO application submissions and funding procedures)
 - reporting procedures
 - policy and procedures (specific to the intelligence process)
 - dossier subject program
 - CISO training program
- Bill C-45

Standards

Certificates will be presented to those participants whom have successfully completed six of the modules that are offered.

Process

The Unit Commanders' Course will be a modular program managed in association with the scheduled CISO Operating Body meetings with instruction occurring the afternoon of the day preceding the meeting. The start time of each module is normally scheduled for 1:00 P.M., and duration will depend upon the complexity of the subject matter. A detailed program description will be provided four (4) months in advance of the scheduled program in order to facilitate acceptance of candidate applications.

The design of the course is a "wrap around" delivery program with the syllabus covering an eighteen-month period. Each participant may select the six topics that are most relevant to their specific need.

Please register your intention to participate in this training initiative with Beth White. A minimum of twelve (12) enrolled candidates will be required in order to conduct a specific module.

Surveillance Foundations

Date:

Duration: 1 WEEK

Candidates

Members of agencies or other law enforcement personnel, who are assigned or are required to participate in mobile surveillance operations. It is recommended that all applicants complete the approved Police Vehicle Operations course as approved by the Ontario Police College, prior to participation in the Mobile Surveillance Foundations Course.

Dress

Candidates are required to bring clothing suitable for all operational situations that may be encountered during the course.

Fee Schedule

The Surveillance Foundations course, shall be conducted in strict accordance with CISO administrative policy *001/2004 Delivery of Training*. The candidates shall share equally in the cost of gasoline, oil and other normal operating expenses of vehicles used in the practical exercises. Expenses related to meals while students are involved in practical exercises will also be the responsibility of the candidate's agency.

Course Description

The course exposes candidates to standard and accepted methods of conducting covert mobile and foot surveillance procedures.

Topics

- radio communication
- technical support equipment
- surveillance tactics training
- case law studies
- Bill C-24
- Bill C-45
- urban and rural surveillance exercises
- pursuit regulations
- note-taking associated policy
- appropriate request documentation
- court preparation
- ethical concepts
- vehicle tracking

Standards

Student participation and performance will be evaluated during a series of practical exercises on an ongoing basis throughout the course. Certificates will be issued upon successful attendance and course completion.

Technical Investigations Training

Technical Investigation Pre-course – Mandatory

Distance learning has been identified as the most effective means of providing our students with basic instruction in electronics theory, while at the same time minimizing cost, providing flexibility, and limiting the learners' time away from their families and employers.

CISO has entered into a partnership with George Brown College (GBC) for access to its Electronics Technician Certificate Program. The program is a fully accredited distance learning opportunity that has won the prestigious Award for Program Excellence from the Association of Canadian Community Colleges. An interactive CD-ROM is utilized to cover first-year college electronics theory. The course is broken down into twenty-three (23) modules, with each module requiring approximately ten (10) to fifteen (15) hours to complete.

This program will effectively and efficiently provide our learners with the essential knowledge and a common starting ground for further advancement in the CISO Technical Investigator Training Program. Seven (7) modules in the GBC Program have been identified as a prerequisite to our Technical training program, as follows:

1. Introduction to Electronics
2. Current Voltage and Resistance
3. Ohm's Law, Power and Energy
4. Series Circuits
5. Parallel Circuits
6. Series – Parallel Circuits
7. DC Measuring Instruments

CISO students will receive college credits for the modules they complete, and have the flexibility of continuing their education and receiving a Certificate in Electronics Technology. At the discretion of the Provincial Technical Training Coordinator and/or the CISO Director of Training, students with equivalent post-secondary education or professional work experience may be exempt from the George Brown Course.

In order for a candidate to receive a Certified Technical Investigators Certificate, they must complete all six (6) technical courses. Each course is identified as Technical 1 through to Technical 6. Candidates may elect to only take specific courses but Technical 1 and 2 (previously Technical Investigative Techniques and Technical Orientation) are mandatory and must be successfully completed prior to advancement to any of the additional four (4) courses.

Following successful completion of each technical course, the candidates will receive a completion certificate. As stated earlier, candidates successfully completing all six (6) technical courses will receive a Certified Technical Investigators Certificate.

Due to the exposure of technical techniques during some of these courses, prior candidate approval may be necessary from the candidate's organization. In this case, it will be the responsibility of the candidate to seek this approval, which must accompany the application when applying for the course(s).

Introduction to Technical Investigations (previously Technical Investigative Techniques)

Mandatory to proceed to Technical Techniques Orientation

The course will provide mandatory instruction on academic topics common to all of the Technical Training Courses including: Part VI and Part XV Criminal Code legislation, Best Practices, Collection of Evidence, Disclosure, Court Testimony, Technical Note taking, Operational Planning and Undercover Operations as related to this discipline.

Date: March 20–31, 2006

Duration: 2 weeks

Capacity: 12 students

Student/Agency Cost: N/A

Technical Techniques Orientation (previously Technical Orientation)

Mandatory for all remaining courses

The objective of this course is to provide practical instruction and expand on the electronic theory introduced on the pre-course private training. The theory provided in the Pre-course will be applied and students will be introduced to the basic electronic skills required for further advancement in the program. In addition, this course will examine the safety concerns and environmental hazards common to the various courses within the program and common to anticipated future responsibilities. The following subjects will be included: electrical and electronic safety and awareness, automotive electronic systems, electrical wiring techniques and job related climbing and safety awareness.

Date: April 3–13, 2006

Duration: 2 weeks

Capacity: 12 students

Student/Agency Cost: \$125.00

Technical Interception of Private Communications – Elective

Pre-requisite: ITTI, TTO

The objective of this course is to provide police personnel with the necessary skills and knowledge to enable them to provide technical assistance to investigators during all aspects of Part VI privacy act investigations and associated court orders found in Part XV of the Criminal Code.

Topics include acoustics, audio recorders and recording; counter measure techniques; telephony standards for telephone installations and repair, audio collection systems, wireless transmissions, and installation techniques. There are numerous practical exercises conducted both on and off site during day and evening hours. For further details, please contact the Provincial Technical Training Coordinator at the registrar office.

Date(s): May 1–June 2, 2006

Duration: 5 weeks

Capacity: 12 students

Student/Agency Cost: \$500.00

Electronic Tracking – Elective

Pre-requisite: ITTI, TTO

The objective of this course is to provide students with the knowledge, skills and techniques to covertly install and maintain various electronic tracking devices as well as assist investigators with subject matter knowledge on the use of this equipment. The training will include practical exercises both on and off site during day and evening hours.

Date: June 5–9, 2006

Duration: 1 week

Capacity: 12 students

Student/Agency Cost: N/A

Alarm/Intrusion Detection (previously Tactical Intrusion Detection)

Pre-requisite: ITTI, TTO

The objective of this course is to provide students with the knowledge, skills and techniques to design, install and maintain an alarm system in a policing environment.

Students will further receive certification from the Canadian Alarm and Security Association (CANASA) Level 1 and 2 ATC on successful completion.

Date: September 5–15, 2006

Duration: 2 weeks

Capacity: 12 students

Student/Agency Cost: \$250.00

Covert Video (previously Video Surveillance)

Pre-requisite: ITTI, TTO, Alarm/Intrusion Detection

The objective of this course is to provide students with the knowledge and skills to design, install and maintain a video surveillance system in an overt or covert environment to collect evidence suitable to present in court proceedings.

Students will further receive certification from the Canadian Alarm and Security Association (CANASA), Application and Design of CCTV, on successful completion.

Date: September 18–29, 2006

Duration: 2 weeks

Capacity: 12 students

Student/Agency Cost: \$250.00



Map to OPC and Joining Instructions

Criminal Intelligence Service Ontario

c/o Ontario Police College
10716 Hacienda Road
Aylmer West, ON N5H 2T2

Tel: (519) 773-4290

(519) 773-4490

(519) 773-4403

Fax: (519) 773-2203

E-mail:

beth.white@jus.gov.on.ca

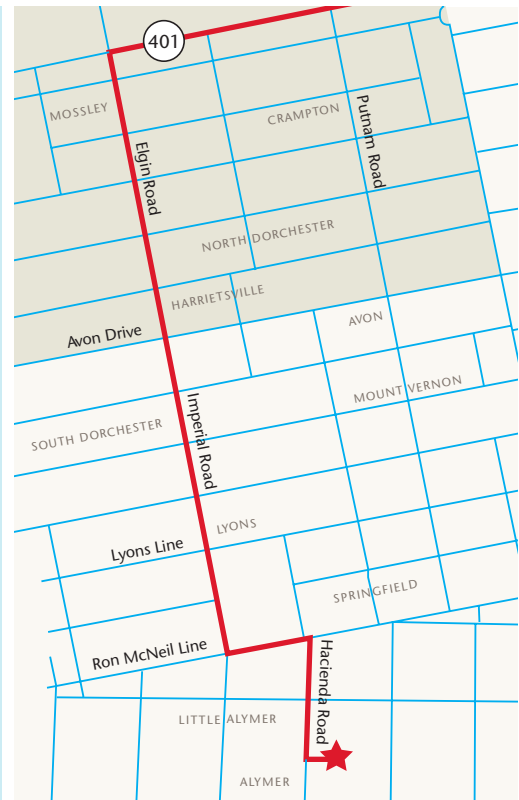
Directions to OPC

By Air:

- London International Airport (approximately 40 minutes drive by car)
- Pearson International Airport (approximately 2 hours drive by car)

By Car:

- Take Highway 401 to Highway 73 Elgin Road (Aylmer Exit)
- Proceed south through the town of Lyons
- Turn East (left) onto County Road 52 (Ron McNeil Line)
- Turn South (right) onto County Road 32 (Hacienda Road)
- Turn East (left) onto College grounds



Joining Instructions

- The majority of CISO courses will be conducted at the Ontario Police College, Aylmer, Ontario. (unless directed otherwise)
- Upon arrival at the College, proceed to the front lobby desk, for room allocation and keys.
- Please arrange court appearances and other duties to avoid absences from instruction.
- The classroom order of dress is business casual attire (unless directed otherwise). Sidearms are not a necessary requirement and must be secured upon arrival.
- Accommodation is one student per room.
- Bedding, clock/alarm radios are provided. Towels, washcloths and soap are not provided. Bring pens, pencils, computers and calculators.
- Laundry and dry cleaning facilities are available.
- Vehicles shall be parked only in the assigned area at the College. Parking on or traversing on any grassed area is strictly forbidden. Brief stopping of motor vehicles is permitted on the one-way drive in front of the main entrance for registration and checkout purposes only.
- Special cultural, religious, or medical dietary needs will be accommodated provided the candidate notifies CISO no later than ten days in advance of arrival, identifying the dietary needs and the reason. If the dietary item(s) are known to the candidate as not readily available through usual commercial suppliers, the candidate is requested to supply the item(s) which will be stored and prepared for the candidate by the kitchen staff in accordance with any declared standard or requirement.
- The College has a large fitness complex, which includes outside facilities, consisting of track and sport fields. Physical training is not a mandatory part of the courses, however, students are encouraged to bring recreational wear in order to participate in sports activities.
- After 1630 hours students may wear casual dress. Students are expected to take pride in their appearance at all times and, therefore, casual dress will be neat and of a professional standard.
- Your mailing address while at the Ontario Police College will be as indicated on the top left corner of this page.



Criminal Intelligence Service Ontario
2006 Intelligence Training Program

Application for Intelligence Training Program

All applications must be approved and signed by the officer in charge of the Intelligence Unit.
(All written correspondence will be forwarded to the Training Department or designated Supervisor.)

**Criminal Intelligence
Service Ontario**
c/o Ontario Police College
10716 Hacienda Road
Aylmer West, ON N5H 2T2

Fax: (519) 773-2203
Phone: (519) 773-4290
(519) 773-4490
(519) 773-4403

Course Name

Date of Course/Program

Agency/Service

Supervisor Name

E-mail Address

Supervisor Phone

Agency Fax

Mailing Address

Postal Code

To be completed by the officer in charge of Intelligence Unit.

Name

Signature

(Please comment on the applicant's need for this training)

Applicant

Surname

Given Name

Date of Birth

Gender

Badge Number

Rank/Title

Hire Date

Phone

Present Occupational Duties

Preferred Name to Appear on Certificate

Course/Program Prerequisites/Related Training

Date

Course/Training/Other Equivalent

Training Agency Name/Location

Date

Course/Training/Other Equivalent

Training Agency Name/Location