



Completed PCS104 shall be included in the final Ontario Provincial Police (OPP) **Casual Part-time Policing** program application package, in addition to a completed 7540-2032 – WIN Employee Action Request (WEAR) form, and submitted to the Staffing & Program Development Unit, Human Resources Section, Career Development Bureau.

PCS104 shall be completed by the Manager/Supervisor requesting any **new** casual/part-time position, **or renewing** any existing contracts in place.

Note: incomplete submissions of PCS104 will result in stoppage of processing the final Casual/Part-time Policing program application package.

Applicant information

Last name *	First name *	Middle initial	Submission date (yyyy/mm/dd)
-------------	--------------	----------------	------------------------------

Manager/Supervisor information

Last name *	First name *	Middle initial
-------------	--------------	----------------

Work location

Unit number	Street number *	Street name *
City/Town *	Province *	Postal code *

Applicant police training

Note: if any dates for the following police training are **more than twelve (12) months** from the Applicant’s intended start date or contract renewal date, the Applicant **may be offered a condition offer/renewal** pending successful completion of all use of force training (use of force, firearms, IRD, etc.).

Type of training	Date (yyyy/mm/dd)	Manager’s initials
Date that last Use of Force/Personal Safety training was successfully completed.		
Date that firearm qualification was successfully completed. Qualification (specify): _____		
Date CPR/First Aid training was successfully completed.		

Applicant details and hiring criteria

Hiring criteria	Yes	No
1) Applicant successfully completed OPC or RCMP Depot police recruit training (or equivalent as determined by the Policing Services Division).	<input type="checkbox"/>	<input type="checkbox"/>
2) Applicant has separated from a recognized police service after serving at least three (3) years , and where employed by the OPP, the last date of employment was more than one (1) month prior to submission of application.	<input type="checkbox"/>	<input type="checkbox"/>
3) Applicant has separated from former police service in good standing within the past 5 (five) years and has provided two (2) of the most recent performance evaluations (i.e. PCS066 – Performance, Learning and Development Plan, or equivalent), which have met or exceeded standards.	<input type="checkbox"/>	<input type="checkbox"/>
4) A 7540-2032 – WIN Employee Action Request (WEAR) form has been forwarded to Regional/Bureau Command for approval.	<input type="checkbox"/>	<input type="checkbox"/>

5) PCS100 – Pre-Employment Application Questionnaire Casual/Part-time Policing has been properly completed, signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>
6) PCS102 – Applicant Medical Examination Report Casual/Part-time Policing has been completed by a medical Physician confirming the Applicant is physically and mentally fit for part-time policing duties.	<input type="checkbox"/>	<input type="checkbox"/>
7) Income Tax Declaration (TD1) and an Application for Direct Deposit completed.	<input type="checkbox"/>	<input type="checkbox"/>
8) PCS012 – Oaths of Office and Secrecy have been completed and sworn/affirmed before the Commissioner, a Deputy Commissioner, a Regional Commander, a Provincial Court Judge or Justice of the Peace.	<input type="checkbox"/>	<input type="checkbox"/>
Renewing Applicants only		
9) Applicant remains medically and physical fit to perform casual/part-time policing duties, as outlined in the submitted PCS102 – Applicant Medical Examination Report Casual/Part-time Policing.	<input type="checkbox"/>	<input type="checkbox"/>
10) All documents identified in questions #3 to #8 shall be included within the application package.	<input type="checkbox"/>	<input type="checkbox"/>
Note: if any questions answered “Yes” in the following six (6) questions – the Applicant may not be hired.		
11) Applicant has been the subject of a positive CPIC, CNI and NCIC search within the last three (3) months and/or the Applicant’s driver’s licence search results show a conviction associated within the last three (3) months for convictions.	<input type="checkbox"/>	<input type="checkbox"/>
12) Applicant driver’s licence has six (6) or more demerit points.	<input type="checkbox"/>	<input type="checkbox"/>
13) Applicant is the subject of criminal charges pending before the courts.	<input type="checkbox"/>	<input type="checkbox"/>
14) Applicant has been convicted of any criminal offence for which a pardon has not been granted.	<input type="checkbox"/>	<input type="checkbox"/>
15) Applicant is currently a classified or unclassified employee with the Ontario Public Service, and occupying any position other than an OPP Casual/Part-time Policing position.	<input type="checkbox"/>	<input type="checkbox"/>
Note: the following question is applicable only if the Applicant was previously employed by a police service other than the OPP.		
16) RCMP fingerprint results (C-216 hard-copy or LiveScan) included in application package.	<input type="checkbox"/>	<input type="checkbox"/>

Review

I, the above referenced Manager/Supervisor, hereby certify that all of the above information recorded is true and correct based upon my knowledge of the Applicant in question. I certify that I have reviewed all documents included within the application package and confirm they have been completed properly.

I certify that in my opinion, this is the most qualified Applicant to fulfill our Casual/Part-time Policing program needs.

Manager/Supervisor last name *	First name *	Signature	Date (yyyy/mm/dd)

Distribution and retention

Information related to these checks will be retained in accordance with the OPS Records Retention Schedule.

Original

- submitted to the Staffing & Program Development Unit, Human Resources Section, Career Development Bureau.
 - OPP-1160-10 Staffing – Uniform Recruitment Database – CCY + 24years after application received

Copy

- copy of original kept by Applicant for personal reference/records.