École nationale
de police
du Québec

DIR 01-11

DIRECTIVE REGARDING ACCOMMODATION REQUESTS

Prepared by: the Bureau du développement institutionnel – BDI (Office of Institutional Advancement)
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Amendment:

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SECTION I – PREAMBLE

Preamble

1. This *Directive Regarding Accommodation Requests* stems from the *Charter of Human Rights and Freedoms* of Quebec (CQLR, c. C-12) and the *Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration* (CQLR, c. E-20.1). Its purpose is to establish guidelines for processing the various accommodation requests that may be submitted to the ENPQ.

   Section 10 of the Charter stipulates that "*Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap*."

   This directive also covers measures concerning a person's gender expression or gender identity, ensuring that the right to dignity, equality and integrity is upheld, notably by implementing measures that respect the uniqueness of each individual.

Definitions

2. We mean by:

   2.1. **Reasonable accommodation**: A legal obligation stemming from the right to equality that applies in situations of discrimination based on one of the 13 prohibited grounds defined by the *Charter of Human Rights and Freedoms* of Quebec. It consists of adjusting a practice or general operating rule, or granting an exemption, for a person facing a situation of discrimination.

   2.2. **Unreasonable accommodation**: Courts will deem a measure excessive if its implementation imposes "undue hardship" on the institution—whether academic, administrative or financial. The same applies if the measure causes real and significant harm to the rights of others, including other students, staff members or the clientele and personnel at internship sites.

2.3. **Academic accommodation**: conditions or measures implemented in a learning or assessment context to accommodate a student's or candidate's medical condition, without discrimination or privilege.

2.4. **Activity**: Training, assessment or internal or external process of the ENPQ.

2.5. **Applicant**: Person requesting an accommodation.

2.6. **Business day**: A day that is neither a Saturday, a Sunday, a public holiday nor a closed day determined by the ENPQ.

2.7. **Candidate**: A person awaiting training or a decision, participating in an internal or external process or sitting for an ENPQ exam.

2.8. **Client**: Police force or any other public security organization utilizing the services of the ENPQ.

2.9. **Employer**: A police service or any other public security organization whose employee is participating in an ENPQ activity.

2.10. **Gender expression**: The way a person expresses their gender, independently of their assigned or biological sex and sometimes outside of social norms and gender stereotypes.

2.11. **Gender identity**: An individual's experience of their gender, which may or may not correspond to their biological sex or the sex assigned at birth.

2.12. **Handicap**: A disadvantage, whether real or presumed, linked to an impairment; that is, a loss, malformation or anomaly of an organ, structure or mental, psychological, physiological or anatomical function.

2.13. **Person with a disability**: Any person with an impairment resulting in a significant and persistent disability and who is likely to encounter obstacles in carrying out everyday activities.

2.14. **Religion:** To believe or not to believe, to belong or not to a religious denomination, to practice a particular religion or none at all.

2.15. **Student:** Person admitted to a program or enrolled in a training activity at the ENPQ.

Object

3. The purpose of this directive is to establish the rules governing the handling of the various accommodations that may be offered at the ENPQ.

Scope of Application

4. This directive applies to ENPQ students and candidates requiring reasonable accommodation.

SECTION II – GENERAL PROVISIONS

Application Rules

5. Any request for accommodation must be submitted to the Responsible du bureau du registraire et des communications – BRC (the head of the Registrar and Communications Office, hereinafter referred to as the "head of the BRC").

6. All decisions rendered are kept by the head of the ENPQ BRC in a common register.

7. In certain situations, the applicant's employer or the client may be informed and consulted when an application is under review.

8. The ENPQ may at any time avail itself of the assistance of an external advisor when an application is under review.

9. An academic accommodation may be granted to the applicant in situations where it is applicable in their workplace, where relevant, and provided it is compatible with the academic objectives and requirements of the program of study or the activity.

10. The time limits specified in this directive are calculated in business days.

11. The authorized accommodations will apply for the entire duration of the activity or program.

Roles and Responsibilities

12. **The applicant:**

    12.1. Completes the *Accommodation Request Form* (FOR 01-78) and submits it to the head of the BRC upon registration for an activity or training program or no later than 30 days before the activity takes place or the training program begins.

12.2. Must have obtained a medical diagnosis in order to be eligible for academic or other accommodations, where applicable.

12.3. Participates in seeking a solution and suggests an accommodation to the ENPQ that would meet their needs.

13. **The Bureau du registraire et des communications (the "BRC")**

13.1. , Receives, validates eligibility and processes accommodation requests.

13.2. Keeps all accommodation requests in a common register.

13.3. Ensures the annual reporting of accommodation requests to the Academic Board and the ENPQ Executive Committee.

14. **The Service de développement pédagogique (Academic Development Service):**

14.1. Analyzes requests of an academic nature in collaboration with training management and the parties concerned.

14.2. Issues academic recommendations for actions to be implemented.

14.3. Carries out the implementation of the accommodation measure with the training department concerned and completes the common register to this end.

15. **The Bureau du développement insitutionel – BDI (Office of Institutional Development)**

15.1. Analyzes requests for non-academic accommodations in collaboration with the departments concerned, where applicable.

15.2. Participates in the implementation of actions in collaboration with the departments concerned, where applicable.

16. **The Departments:**

16.1. Collaborate on identifying solutions and actions to be implemented.

16.2. Review the recommendations made by the parties concerned.

16.3. Ensure the implementation of accommodation measures.

16.4. Record the implementation results and avenues for improvement for future requests.

SECTION III – ACCOMMODATION REQUEST PROCESS

Submission of Accommodation Requests

17. To ensure processing within the required timeframes, a request for accommodation must be made by completing and submitting the *Accommodation Request Form* (FOR 01-78) (Appendix A) either upon registration for an activity or training program or no later than thirty (30) days prior to the activity or the start of the training program for which the request is made. However, the ENPQ may accept a late request if the applicant demonstrates that it was impossible to act within the prescribed timeframe. In such a case, there may be a delay in implementing the accommodation measures, and such measures will not be applied retroactively.

18. Requests for accommodation must be submitted to the head of the BRC.

19. The applicant must provide a recent medical note confirming the diagnosis and outlining the current situation. The ENPQ reserves the right to request a new medical note if necessary.

20. The head of the BRC sends the applicant written notice of the date their accommodation request was received. The notice indicates the prescribed timeframes for acting on the request.

Analysis of Requests for Academic Accommodation

21. A request for academic accommodation is reviewed by the team led by the head of the Service de développement pédagogique (Academic Development Service), in collaboration with the training department concerned, to assess the implications of the request. An academic advisor contacts the applicant to arrange an individual meeting to complete the needs assessment form.

22. The head of the Service de développement pédagogique (Academic Development Service) issues recommendations for actions to be implemented within ten (10) days of receiving the request, for a final decision by the training department concerned.

23. In cases where the request is more complex and it is impossible to issue recommendations within the timeframe specified in Article 22, the head of the Service de développement pédagogique (Academic Development Service) may, prior to the expiration of that timeframe, extend it by a period not exceeding ten (10) days. They must then notify the head of the BRC.

24. The head of the BRC promptly notifies the applicant of the extension of the processing time for their file.

Analysis of Non-Academic Accommodation Requests

25. Requests for non-academic accommodations are reviewed by the head of the BDI, in collaboration with the departments concerned, where applicable, within ten (10) days of receipt of the request.

26. In cases where the request is more complex and it is impossible to complete the analysis within the timeframe specified in Article 25, the head of the BDI may, prior to the expiration of that timeframe, extend it by a period not exceeding ten (10) days. The head of the BDI must then notify the head of the BRC.

27. The head of the BRC promptly notifies the applicant of the extension of the processing time for their file.

Decision

28. For requests of an academic nature, the training department must render a decision and transmit its conclusions to the head of the BRC within five (5) days of receiving the recommendation from the head of the Service de développement pédagogique (Academic Development Service).

29. For the other accommodation requests, the head of the BDI must render a decision and forward their findings to the head of the BRC within five (5) days following the analysis with the departments concerned, where applicable.

30. The final decision regarding an accommodation request is communicated to the applicant by the head of the BRC within five (5) days of receipt of the decision.

31. An applicant dissatisfied with the decision rendered may file an appeal in accordance with the ENPQ's *Administrative Appeals Policy (POL 01-02)*.

SECTION IV – FINAL ARTICLE

Final Article

32. The head of the BDI is responsible for the implementation and updating of this directive.

33. DIR 01-11 comprises 33 articles and 2 appendices.

The Director General,

/Signed original/

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Pierre St-Antoine

École nationale de police Québec

Accommodation Request

Appendix A

1. Identification

Last Name, First Name Nom, prénom			Date of Birth Y M D
Permanent Code Code permanent			
Personal Address (No., street, apt.) Adresse		City Ville	Postal Code Code postal
Telephone No. (Residence) Résidence	Telephone No. (Cell Phone) Cellulaire	Email Address Adresse électronique	

2. Name of the Program or Activity

Programme ou activité

3. Type of Request

3.1. ☐ Regarding an academic activity 3.2. Have you received a diagnosis? Yes ☐ No ☐ (Please attach a copy of the medical note confirming your diagnosis to your request. A **diagnosis is required** for requests of an academic nature).	3.3 ☐ Other request (non-academic) Specify: _____

3.4. Overview of your needs:

Aperçu des besoins

3.5. Did you receive accommodations at the last academic institution you attended or in your workplace?
Yes ☐ No ☐
If so, describe them:

Décrivez les accommodements dont vous avez bénéficié

4. Applicant's Signature

I consent to the ENPQ contacting my employer or my academic institution, where applicable, regarding this application.

Signature	Date Y	M	D

Please email this request to the following address:

Responsable du bureau du registraire et des communications
(Head of the Office of the Registrar and Communications)
École nationale de police du Québec
350 rue Marguerite-D'Youville
Nicolet, Quebec J3T 1X4
formipag@enpq.qc.ca

Appendix B - Process

